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SHEPHERD COLLEGE



MINI CATALOG
1977-1979



SHEPHERD COLLEGE

SHEPHERDSTOWN, WEST VIRGINIA

Founded 1871
A STATE COLLEGE



Accredited by the

North Central Association of Colleges and Secondary Schools
National Council for Accreditation of Teacher Education
National Commission on Accrediting
Council on Social Work Education
West Virginia State Department of Education

Member

American Assembly of Collegiate Schools of Business
American Association of Colleges for Teacher Education
American Association of University Women
American Public Relations Association
American Council on Education
American Association of Community and Junior Colleges

SHEPHERD COLLEGE MINI CATALOG 1977-1979

Issued June 1977

PERSONS TO WHOM INQUIRIES MAY BE DIRECTED

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Dr. George A. Condon, Academic Dean—Academic program, requirements for degrees, summer session information.

Dr. Earl E. Henderson, Administrative Assistant to the President—Federal programs, public relations, college publications.

Mr. George Auxt, Dean of Student Affairs—Student personnel policies, counseling, student health services, housing, vehicle regulations, student organizations, student activities, placement.

Mr. G. Norris Rath, Registrar and Director of Institutional Research—Transcripts, copies of the college catalog and schedules.

Mr. Karl L. Wolf, Director of Admissions—Admission of students.

Mr. Haydon Rudolf, Director of Financial Aid—Financial aid, student employment.

Mr. Arthur P. Foley, Director of Finance and Business Affairs—Business and financial information.

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Dr. Howard N. Carper, Jr., Coordinator of the Regents B.A.—Non-traditional degrees.

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SECTION I

PERSONNEL

SHEPHERD COLLEGE FACULTY 1977-1979

DIVISION OF BUSINESS ADMINISTRATION

- Barbara E. Beard, Ph.D., Associate Professor of Business Administration
- Bob S. Brown, M.B.A., Assistant Professor of Business Administration*
- Mary J. Chapin, M.B.A., Instructor of Accounting (CPA)
- Herbert E. Clark, M.S., Assistant Professor of Business Administration
- Terrence M. Clauretie, Ph.D., Assistant Professor of Economics
- Margaret H. Colston, M.A., Adjunct Professor of Business Education
- E. William Johnson, Ph.D., Assistant Professor of Economics
- Carl V. Moore, Jr., M.Ed., Instructor of Business Administration and Coordinator of the Computer Center
- Edward S. Phillips, Ph.D., Associate Professor of Economics
- Charles F. Printz, M.A., Professor of Business Administration (CPA) and Division Chairman
- G. Norris Rath, M.S., Assistant Professor of Business Administration and Registrar and Director of Institutional Research
- James A. Romano, M.S., Instructor of Business Administration
- Larry Sweeney, M.B.A., Assistant Professor of Finance*
- Keith S. Turner, Ph.D., Associate Professor of Business Administration and Associate Dean of Community Services
- Karl L. Wolf, M.B.A., Assistant Professor of Business Administration and Director of Admissions

DIVISION OF CREATIVE ARTS

- Lorenzo D. Benedict, IV, M.A., Assistant Professor of Art
- K. Ferrell Coy, Ph.D., Associate Professor of Music — Woodwinds
- Guy Frank, Ph.D., Professor of Music and Division Chairman
- Ronald L. Jones Jr., Ph.D., Associate Professor of Art and Department Chairman
- M. Regis Kontra, M.F.A., Associate Professor of Art
- Richard D. Palmer, Ph.D., Assistant Professor of Art
- James E. Pantle, Ph.D., Associate Professor of Music
- Jay N. Stenger, M.S., Assistant Professor of Music
- Gerald E. Zimmerman, M.M., Assistant Professor of Music*

DIVISION OF EDUCATION

- Katie J. Begole, M.Ed., Assistant Professor of Home Economics and Department Chairman
- James A. Butcher, Ed.D., Professor of Education and President
- Robert A. Cleminson, Ph.D., Associate Professor of Education and Chairman Department of Secondary Education
- Billy Ray Dunn, Ed.D., Professor of Education, Director of Teacher Education and Division Chairman
- P. Denise Eggleston, Ed.D., Assistant Professor of Education
- Charles H. Freeland, M.A., Assistant Professor of Education
- Donna H. Griggs, Ed.D., Assistant Professor of Education
- Earl E. Henderson, Ed.D., Associate Professor of Education and Administrative Assistant to the President

Arreta Jaranko, Ed.D., Professor of Education
Judy T. Kepple, M.S., Assistant Professor of Home Economics
John P. King, Ph.D., Associate Professor of Education
Robert L. Kirk, Ed.D., Associate Professor of Education and Chairman Department of Elementary Education
Carroll W. Palmer, Ed.D., Professor of Education
Kenneth Riley, M.S., Associate Professor of Education
Patricia T. Stealey, M.A., Adjunct Professor of Home Economics
Irving Tucker, Ph.D., Associate Professor of Psychology

DIVISION OF HEALTH, PHYSICAL EDUCATION, RECREATION AND SAFETY

Walter A. Barr, Jr., M.A., Assistant Professor of Physical Education
David E. Fincham, M.A., Assistant Professor of Physical Education
Richard L. Gibson, Ph.D., Assistant Professor of Physical Education
Beverly K. Holden, M.Ed., Associate Professor of Physical Education
J. Michael Jacobs, M.S., Assistant Professor of Physical Education
Julia Anne Jones, M.P.H., Instructor of Physical Education
• Michael B. Josephs, Ph.D., Professor of Health & Physical Education and Division Chairman
Joseph A. Manjone, Ed.D., Associate Professor of Recreation
Mark A. McHale, M.S., Instructor of Physical Education
Roger P. Parker, M.A., Assistant Professor of Physical Education
Robert G. Starkey, M.S., Assistant Professor of Physical Education and Director of Athletics

DIVISION OF LANGUAGES AND LITERATURE

William Barnhart, Ph.D., Professor of English
Philip Bufithis, Ph.D., Assistant Professor of English
Margaret E. Byrer, M.A., Assistant Professor of English
Charles W. Carter, Ph.D., Assistant Professor of English
Robert G. Coffeen, Ph.D., Associate Professor of English
Ethel F. Cornwell, Ph.D., Professor of English
Jean A. Elliott, M.S.L.S., Public Services Librarian
Sara Jane Grissinger, M.L.A., Assistant Professor of English
• Lee Keebler, Ph.D., Professor of English and Division Chairman
Zora Leimbacher, M.A., Assistant Professor of French and German
Russell Marks, Ph.D., Assistant Professor of Speech
Barbara A. Maxwell, M.S.L.S., Chief Cataloguer
Floyd W. Miller, M.S., Librarian
R. Preston Rogers, M.A., Associate Professor of English
George Wilson, M.A., Assistant Professor of Speech and Drama
John Winters, Ph.D., Associate Professor of English
Melvin C. Wyler, M.A., Assistant Professor of Speech
John R. Yost, M.S.L.S., Assistant Cataloguer

DIVISION OF SCIENCE AND MATHEMATICS

Charlotte R. Anderson, M.Ed., Instructor of Nursing
Carl F. Bell, Ph.D., Professor of Biology and Department Chairman
Howard N. Carper, Jr., Ed.D., Associate Professor of Physical Science, Department Chairman and Coordinator of Regents B.A. Program
Linda Delosier, M.P.H., Adjunct Clinical Instructor of Nursing
John Diehl, Ph.D., Professor of Chemistry and Department Chairman
David C. Eldridge, Ph.D., Assistant Professor of Physics
Silvio E. Fiala, M.D., Adjunct Professor — Cancer Research

Mary C. Hayward, M.S.N., Assistant Professor of Nursing
 James L. Kelso, M.A.T., Assistant Professor of Mathematics
 John C. Landolt, Ph.D., Assistant Professor of Biology
 Richard L. Latterell, Ph.D., Associate Professor of Biology
 Robert K. Mason, Ed.D., Professor of Mathematics
 Peter C. Morris, Ph.D., Associate Professor of Mathematics and Department Chairman
 Carl K. Rauch, M.Ed., Assistant Professor of Mathematics
 Sue B. Reese, M.S., Assistant Professor of Nursing and Director of Nursing
 Paul M. Saab, M.S., Assistant Professor of Biology
 John F. Schmidt, Ph.D., Associate Professor of Chemistry
 Jerry Miller Smith, Ed.D., Associate Professor of Mathematics
 Lita E. Soccino, M.A., Instructor of Nursing
 • Franklin W. Sturges, Ph.D., Professor of Science and Mathematics
 Eugene J. Volker, Ph.D., Associate Professor of Chemistry
 Charles H. Woodward, M.Ed., Assistant Professor of Biology

DIVISION OF SOCIAL SCIENCES

Roland W. Bergman, Ph.D., Assistant Professor of Geography
 V. J. Brown, Jr., M.S., Assistant Professor of Sociology*
 Mary M. Walker Buehrig, Ph.D., Assistant Professor of Political Science
 George A. Condon, Ph.D., Professor of Political Science and Academic Dean
 Geraldine Crawley-Woods, M.S.W., Instructor of Social Welfare
 Katharine P. Frescoln, Ph.D., Professor of History
 Richard D. Gunselman, M.Ed., Assistant Professor of Park Administration and Park Administration Program Coordinator*
 Walter Karl Hanak, Ph.D., Associate Professor of History
 James C. Holland, Ph.D., Associate Professor of History
 Douglas Charles Horner, M.S.W., Instructor of Social Welfare
 Thomas H. Kiefer, Ph.D., Assistant Professor of Political Science
 Deborah S. Prather, M.S.S.W., Instructor of Social Welfare and Social Welfare Program Coordinator
 Hang Yul Rhee, Ph.D., Assistant Professor of International Relations
 Ralph S. Sherrard, M.Ed., Associate Professor of History and Geography
 • John E. Stealey, III, Ph.D., Professor of History and Division Chairman
 Jerry B. Thomas, Ph.D., Assistant Professor of History
 Kathryn Beckner Venables, M.A., Assistant Professor of Sociology
 Robert G. Willgoos, Ph.D., Associate Professor of History

• Designates Division Chairman

* Designates Doctoral Candidates



SHEPHERD COLLEGE OFFERS YOU—

- **A SHARE IN THE TRADITIONS OF A CENTURY-OLD INSTITUTION.**

Since 1871 Shepherd College has been serving the youth of West Virginia and the nation.

- **A LARGE CAMPUS IN A SCENIC AND HISTORIC SECTION OF AMERICA.**

Shepherd College is located in the scenic Shenandoah Valley in historic Shepherdstown, West Virginia, on the banks of the beautiful Potomac River, 65 miles from Washington, D.C.

- **A FRIENDLY STUDENT BODY.**

A warm welcome will be extended from a friendly student body.

- **ASSOCIATION WITH A SCHOLARLY AND SYMPATHETIC FACULTY.**

Shepherd maintains a faculty of approximately 100 instructors who are graduates of the leading colleges and universities, and who are interested in each individual student.

- **AN ACCREDITED STATE-SUPPORTED, CO-EDUCATIONAL FOUR-YEAR TEACHER EDUCATION AND LIBERAL ARTS COLLEGE.**

Graduates of Shepherd College enter the leading professional schools of the nation with full credit.

- **CERTIFICATE AND ASSOCIATE COMMUNITY COLLEGE PROGRAMS**

The Community College Component at Shepherd College offers one and two-year career and technical programs designed to meet employment goals.

- **THE ADVANTAGES OF A SMALL COLLEGE**

The opportunity to become a student leader and to know one's fellow students personally is invaluable to the student.

- **AN EXTENSIVE PROGRAM OF STUDENT ACTIVITIES**

Student activities include: athletics, broadcasting, drama, fraternities and sororities, college band and choir, orchestra, college newspaper and annual, student senate, religious and class organizations.

- **A COLLEGE EDUCATION AT A PRICE YOU CAN AFFORD.**

The cost of a college education at Shepherd is less than at most colleges and universities.

- **A BROAD EDUCATIONAL PROGRAM.**

Liberal Arts and Sciences: B.A. and B.S. degrees

Biology, chemistry, economics, English, history, mathematics, political science and sociology.

Professional Degrees: B.S. degrees.

Business administration, home economics, hotel, motel and restaurant management, medical technology, park administration, recreation, social welfare.

Teacher Education: B.A. Elementary and B.A. Secondary degrees.

Art, Biology, business education, chemistry, English, general science, health education, home economics, language arts, physical education, music, mathematics, safety education, school librarian, secretarial studies, social studies and speech.

Two Year Professional: A.S. and A.A. degrees.

Accounting, aviation management, bank management, commercial art, data processing, electronics technology, fashion merchandising, fire service and safety technology, general business, general studies, health care management, hotel-motel-restaurant management, marketing management, photography, secretarial science.

One Year Certificate:

Aviation operations, bank operations, clerk-typist, fashion merchandising, hostess and hospitality planner, insurance salesmanship, real estate salesmanship, retail salesmanship, stenographic technician.

Pre-Professional: Agriculture, dentistry, physical therapy, engineering, law, medicine, pharmacy, veterinary, and theology.



SECTION II

GENERAL INFORMATION

GENERAL STATEMENT

Shepherd College is a state supported, four-year, liberal arts, business and teacher education institution, with a community college component, under the supervision of the West Virginia Board of Regents. Shepherd College has been serving the youth of West Virginia and the nation since 1871.

AN ACCREDITED INSTITUTION

The college is accredited by the North Central Association of Colleges and Secondary Schools, the National Council for the Accreditation of Teacher Education and the Council of Social Work Education. The institution is a member of the American Association of Colleges for Teacher Education and American Council on Education. Graduates of Shepherd College enter the leading graduate and professional schools of the nation with full credit.

SCENIC AND HISTORIC LOCATION

The Shepherd College campus is situated on the banks of the beautiful Potomac River in historic Shepherdstown, West Virginia, a typical college community.

Shepherdstown is located at the intersection of highways 45 and 48, eighteen miles south of Hagerstown, Maryland, nine miles east of Martinsburg, West Virginia, thirteen miles north of Charles Town, West Virginia, thirty-two miles north of Winchester, Virginia, and sixty-five miles from Washington, D.C., and Baltimore, Maryland.

West Virginia's historic Shepherdstown is near nationally known Harpers Ferry, the Antietam Battlefield, the colonial homes of the Washington family and many interesting places where the history of this great country was made. Shepherdstown is only a few hours drive from the Metropolitan cities of Philadelphia, New York and Richmond. Students have numerous opportunities to visit the metropolitan areas and places of historical significance.

THE OBJECTIVES OF SHEPHERD COLLEGE

Shepherd College is a multiple-purpose state college. It provides liberal arts education, it prepares teachers for service in the public schools and it gives professional education for those entering directly into specified professions as well as pre-professional education for persons planning to enter professional schools. In addition, the college is expanding its offerings in one-year certificate and two-year associate degree programs which enable students either to accept immediate employment or to continue further study.

Faculty and students enjoy complete freedom to search for truth and state their opinions without restraint from political creeds, religious doctrines, economic pressures or personal biases. The faculty seeks to encourage students in their intellectual and personal development.

The college aims to provide students with a general education which will enable them to succeed, personally and professionally, in today's complex society and to prepare them for entry into a satisfying career. The burden of accomplishment rests on the student but the faculty and staff desire to render every assistance in increasing the student's ability to understand his society, communicate orally and in writing, analyze data, synthesize knowledge, understand and be able to use the methods of inquiry of the various disciplines and develop a personal code of ethics and a philosophy of life.

DEDICATED TO GOOD CITIZENSHIP

Shepherd College is dedicated to the building of good citizens. When a student enrolls at the college, he has entered into an agreement to abide by all college regulations. Students who enter are expected to conduct themselves as ladies and gentlemen at all times. The college encourages all students to develop and maintain high standards of character and citizenship in their daily living. Any student whose behavior, either on or off the campus, is considered by the college administration to be detrimental to the college or to the student, will be required to withdraw from the college.

COMMUNITY COLLEGE COMPONENT

In order to provide career and technical Community College programs throughout Eastern West Virginia a community College Component was established in 1974 within the administrative framework of Shepherd College. The Community College philosophy subscribes to the concept of learning for all ages whenever and wherever needed in the service area. Continuing education, community services and certificate and associate degree programs are provided under the auspices of the Community College Component.

WEST VIRGINIA UNIVERSITY GRADUATE CENTER

West Virginia University has established a Graduate Center on the Shepherd College campus to permit interested persons to complete requirements for a masters degree or to take courses of interest in the Shepherdstown area. A full-time graduate coordinator is located in Miller Hall to assist interested persons with questions and application procedures.

IDEALLY LOCATED

Shepherd College is situated within ninety minutes drive of downtown Washington or Baltimore. The curriculum of the college is vastly enriched by making field trips to these metropolitan areas as a part of the learning activities. Observation trips to the United States Supreme Court, the United States Congress, and other Federal agencies are easily accomplished. The cultural program of the college is likewise enriched by the scheduling of artists and performing groups from the city. In their recreational life, students find the location of the college most advantageous.

SHEPHERD COLLEGE CAMPUS

The campus of Shepherd College comprises an area of approximately one hundred fifty-six acres of rolling limestone land extending from Main Street in Shepherdstown to the banks of the Potomac River. The campus provides sites for eighteen academic buildings and residence halls, as well as other buildings.



The Rams Den in the Shepherd College Center provides students a place to relax between classes.

SECTION III

ADMISSIONS**GENERAL INFORMATION**

Admission to Shepherd College shall be determined without regard to race, color, religion, or sex. Admission does not guarantee housing. All correspondence relevant to admission and all credentials in support of an application for a full time student must be on file at least one (1) month prior to the opening of the semester or term for which the student is applying—August 1 for the fall semester, December 1 for the spring semester and May 1 for the summer terms.

The admissions and academic personnel of Shepherd College may recommend skill building courses, programs of other appropriate measures for a student whose high school record and standardized test scores indicate that he or she is deficient in certain areas.

The Shepherd College curriculum is such that students should pursue a broad secondary program of college preparation including the following units: English, 4; Social Science (including American History), 3; Natural Science (including Biology, Physics or Chemistry), 2; Mathematics (including Algebra), 2; Physical Education, 1; additional elective units to equal a minimum total of 17 units.

All students pursuing a program of study must submit the following credentials in order to be considered for admission to Shepherd College: Application for Admission, Health Form (full time students only), Housing Application and \$25.00 room deposit (if living beyond commuting distance), high school transcript or two final college transcripts from each college attended and American College Test Scores (full time freshman students only). In addition, college transfer students must have a Student Personnel Record form completed by the Student Affairs Office of the college last attended and forwarded to Shepherd College.

Shepherd College reserves the right to deny admission or readmission to individuals who have been convicted of any criminal offense. Persons who have been under the care of a physician or psychiatrist for mental health problems during the year prior to applying for admission to the College, must submit written statements from the physician or psychiatrist to the Admissions and Credits Committee before any decision on admission can be made. The College reserves the right to deny admission or readmission to any such individual whose needs it does not feel qualified to meet.

Individuals wishing to appeal an admissions decision or who wish an exception to the admissions policy may do so by writing to the Admissions and Credits Committee at Shepherd College.

Shepherd College is required by Section 904, Title IX, Education Amendments of 1972, not to deny admission on the ground of blindness or severely impaired vision, by 45 CFR 84, Subpart E, Section 84.42 and by Section 504, Rehabilitation Act of 1974 not to deny admission on basis of handicap, and by 45 CFR 86, Subpart C, Section 86.21 not to deny admission on basis of sex. By Title VI of the Civil Rights Act of 1964, no person shall be subjected to discrimination on the ground of race, color, or national origin.

**ADMISSION OF HIGH SCHOOL GRADUATES
INSTATE (WEST VIRGINIA RESIDENT) STUDENTS**

All residents of the state of West Virginia who are graduates of accredited high schools and who do not possess serious health or character defects are eligible for admission to Shepherd College. Non high school graduates whose

senior class has graduated one year previously may be admitted if they present a GED diploma.

Note: All freshmen applicants who have been graduated from high school within three years of application for admission must submit ACT scores before the beginning of college classes (GED applicants excepted from this rule).

OUT-OF-STATE (NON WEST VIRGINIA RESIDENT) STUDENTS

All residents of states other than West Virginia who are graduates of accredited high schools and who do not possess serious health or character defects may be accepted for admission to Shepherd College if they meet the following requirements: rank in the upper $\frac{1}{2}$ of their graduating class or have a high school grade point average of 2.50 or better after the sixth (6th) semester and have test scores of 18 or better on the American College Test (ACT) or 860 or better on the Scholastic Aptitude Test (SAT). Note: All applicants must submit ACT scores before the start of college classes.

Students who meet only one of the above listed admissions requirements may be considered for admission if they submit two (2) letters of recommendation from high school personnel and have a personal interview with College admissions staff members; students admitted with only one of the listed requirements will be required to work with the Special Services program for counseling and tutoring and to register for a limited course load as determined by the student's advisor. Non high school graduates whose senior class has graduated one year previously may be admitted if they present a GED diploma.

EARLY ADMISSION PLAN

Secondary school students with superior ability and maturity are eligible for admission to Shepherd College after completion of three years of secondary school. They must be strongly endorsed by their high school principal and counselor, have a high school grade point average of 3.50 and scores of 28 or better on the ACT exam or 1200 or better on the SAT exam. Applicants must be mature enough to make adequate adjustment to college life. Emphasis is placed, therefore, on the high school record, recommendations from high school personnel and the student's personal interviews with Shepherd College Admissions and Student Affairs staff members. Once admitted, early entrants have the same status as other students, they take regular college programs and are required to meet the usual standards of performance. They are eligible for College financial aid on equal terms with entering high school graduates. Individuals desiring information about the Early Admissions program should contact the Director of Admissions.

EARLY DECISION

Shepherd College offers an Early Decision Plan to students whose first choice of colleges is Shepherd. This plan is designed to reduce the burden of the admissions process for those applicants who are considered highly desirable for admission by the College and who fully intend to matriculate. A student applying for admission under the Early Decision Plan should possess high academic qualifications having a minimum grade average of B (3.00) at the end of the sixth semester of high school and will need to meet all the admissions requirements as set forth in the College catalog. Under this plan a qualified applicant should receive notice of his acceptance by November 15. Students interested in applying under the Early Decision Plan should write to the Admissions Office at Shepherd College for further information.

ADMISSION BY G.E.D. TEST

Non high school graduates (veterans and persons over the age of 19 who have been out of high school at least one year or whose senior class has graduated one year previous) will be admitted if they attain a standard score of

35 (which is the State requirement for a diploma) on each of the five parts of the General Education Development Test or an average standard score of 45 or above on the entire test. Such students must have no severe character or health defects. G.E.D. scores must be sent directly to the Director of Admissions from the testing center or County Superintendent of Schools.

ADMISSION TO THE NURSING PROGRAM

Students seeking admission into the Associate of Science degree program in Nursing at Shepherd College must meet the general requirements for admission to the College. They must submit:

1. The application for admission to Shepherd College
2. Health Form (required prior to admission)
3. Residence Hall Housing Application (if on campus housing is desired)
4. Transcripts of high school or previous college work
5. American College Test (ACT) scores (freshmen only)

After completing all of the above steps, the student must also complete the following:

1. Submit a Department of Nursing application for admission into the Associate of Science Degree program.
2. Submit a letter of reference from someone able to assess the applicant's potential success in nursing.
3. Arrange for a personal interview with the Director of Nursing Education.

All of the above listed steps must be completed by December 1 of the year prior to intended enrollment. Candidates who are selected for the limited number of openings must possess a good scholastic background which includes the successful completion of courses in algebra and chemistry, good skills in communication, and proficiency in English. In addition candidates must possess good physical and mental health.

COLLEGE TRANSFER STUDENTS

Any applicant for admission to Shepherd College who has attended another institution of collegiate rank will be classified as a transfer student whether he has earned credit or not. The College does not under any condition disregard college or university credits earned elsewhere. Credit earned at other accredited colleges and universities will be allowed toward a degree at Shepherd College if applicable. College transfer students are required to have a 2.00 or better overall grade point average on all courses attempted and eligibility to return to their former colleges. A student who is on either academic or social probation at another institution is not eligible for admission to Shepherd College. Individuals who have been out of college for a period of at least two full academic years may be considered for admission on academic probation if their grade point average is less than 2.00; during the period of probation, the individual must meet the regulations of the probation policy in effect at the time of attendance.

All grades and credits transferred to Shepherd College are posted on the student's permanent record exactly as received from all other colleges. For admission purposes all grades on the student's transcript(s) will be used in computing the grade point average; however, the grade of "D" cannot be transferred to Shepherd College for credit. Transcripts must be mailed directly to Shepherd from all colleges which the prospective student has previously attended. Transcripts received by Shepherd become the property of the College and cannot be returned to the student. Graduates of regionally accredited junior or community colleges are assigned a maximum of seventy-two (72) semester hours of credit. Credits from colleges that do not have regional accreditation are assigned on the following basis: Shepherd College will assign credits on the basis used by the state university in the state where the un-

accredited college is located.

Regardless of the number of hours and the nature of the courses transferred a minimum of fifteen (15) hours with an average of "C" in the major field must be attained in residence.

After admission to Shepherd College, a student may not transfer to this institution courses in his major or teaching fields.

Students planning to enter teacher education should be aware of the fact that although a 2.00 is required for admission to the College, this grade point average is not high enough for entrance into the professional education block courses. Students planning to enter elementary education must have a minimum 2.30 grade point average in their field of study and students planning to enter secondary education must have a minimum grade point average of 2.50 in their respective teaching fields.

RE-ADMISSION OF STUDENTS

An application for admission must be completed by any individual who was not enrolled the semester immediately preceding intended readmission to Shepherd. A health record is valid for five years after original submission. Residence hall applications and deposit checks of \$25.00 should be submitted with the re-admission application if on-campus housing is desired. Students who have been academically suspended from the College should be sure that they are eligible for readmission prior to the submission of the application form.

ADMISSION OF FOREIGN STUDENTS

Applications from foreign students should be submitted at least four to six (4 to 6) months prior to the opening of the semester in which the applicant desires to enter. To be admitted the foreign student must demonstrate proficiency in both written and spoken english. Such proficiency can be established by the successful completion of the Test of English as a Foreign Language, (TOEFL), administered by the Educational Testing Service, Princeton, New Jersey 08540. A score of at least 550 on this test is required for admission to Shepherd College. Information concerning this test can be secured through the United States Embassies and Consulates throughout the world or by writing to TOEFL, 1755 Massachusetts Avenue, N.W., Washington, D.C. 20036.

The applicant must file an application for admission, a health form and an official transcript of all academic credits and grades. This transcript must be sent directly to the Office of Admissions at Shepherd College by the institution the applicant last attended. Scholastic attainment must be equivalent to that of



a high school graduate in the United States. Decisions about admission cannot be made until complete records have been received by Shepherd College and reviewed by the U.S. Office of Education, International Division, Washington, D.C.

Foreign students should make all arrangements for their financial obligations to Shepherd College and for their entire stay in the United States before leaving their home countries.

TRANSIENT STUDENTS

Students who desire to enroll as TRANSIENT STUDENTS may do so upon the submission of a letter of good standing mailed directly to the Office of Admissions at Shepherd College from the institution that the student last attended and the submission of an application for admission at least one month prior to the opening of the semester in which the student decides to enroll.

SPECIAL STUDENTS

Other persons may be considered for admission as special students upon completing an application. Special students may enroll in those courses for which they are qualified. If at a later date the student decides to work toward a degree at Shepherd College, he must submit all documents (transcripts, test scores, etc.) required and be admitted as a degree candidate. Transcripts may be required in order to evaluate competencies before enrolling in certain courses.

AUDITING COLLEGE COURSES

A student may audit a college course by making application in the Office of Admissions as an auditor. An auditor is expected to comply with the instructor's attendance policy. Regular college fees are charged for persons auditing a course.

HIGH SCHOOL HONORS PROGRAM

The Shepherd College Secondary School Honors Program offers a stimulating summer or regular semester of college work to the outstanding and highly motivated secondary school student who has completed his junior year.

The Honors Program gives the high school student an opportunity to take fully accredited college courses along with the college student. By competing at the college level, the honors student can confirm his fitness for collegiate studies before the end of his senior year and earn full college course credit while still in high school.

PROJECT AHEAD (Army Help for Education & Development)

Shepherd College has approved participation in the Army's new educational program, Project AHEAD. Under this program the College will admit qualified men and women as degree candidates at the time of their enlistment in the Army and provide counseling assistance to help them plan academic programs that will take advantage of approved course offerings wherever they may be stationed. Individuals designated as Project AHEAD students will be accepted for the Bachelor degree, Associate degree or One-Year Certificate programs.

After qualifying for Army service and fulfilling the "home school's" (Shepherd College) cooperative education requirement, the Project AHEAD student-soldier is counseled on how to apply credits earned for college courses while on or off Army duty. Army counselors in on-post educational centers provide local guidance to make sure that the soldier-student takes the right courses to complement his or her education program at Shepherd College.

When the Project AHEAD student is discharged from the Army and returns to the Shepherd campus, the course work he has taken while in the service is accumulated and credited toward his degree program. College Level Examination Program (CLEP) tests, College Entrance Examination Board (CEEB) Advanced Placement tests, and USAFI course work can also be used for college credit.



The Pom Poms performing during half-time at Shepherd Rams Basketball games.

SERVICEMEN'S OPPORTUNITY COLLEGE (SOC)

Shepherd College is a member institution of the Servicemen's Opportunity College Program. This program provides opportunities for servicemen and women to pursue educational programs through a variety of traditional and non-traditional means—on-campus and on-base, in a variety of instructional modes or delivery systems and at times appropriate to their duty assignments. Shepherd College will work with servicemen and women to ensure that course work taken elsewhere is not lost when the student enters Shepherd College.

Shepherd College has designated a trained counselor as the servicemen's counselor. This individual is available at times and locations convenient to the servicemen and women to assist them in their understanding of all educational options available within the SOC program. Tutorial services and similar learning assistance programs are available.

The SOC program provides maximum recognition of educational experiences obtained in the Armed Services. The use of United States Armed Services Institute (USAFI) courses, the College Level Examination Program (CLEP), College Entrance Examination Board (CEEB) Advanced Placement tests and other recognized tests will be used to award credit to the SOC participant.

Individuals interested in learning more about the SOC program at Shepherd College should write to the Director of Student Development at Shepherd College.

DIRECT TRANSFER AGREEMENTS

Shepherd College has developed direct transfer agreements with Ferrum College, Ferrum, Virginia; Northern Virginia Community College, Annandale, Alexandria, Manassas, Sterling and Woodbridge, Virginia; Allegheny Community College, Cumberland, Maryland; Southern West Virginia Community College, Logan and Williamson, West Virginia; Hagerstown Junior College, Hagerstown, Maryland; Frederick Community College, Frederick, Maryland; Montgomery College, Rockville and Takoma Park, Maryland; and Howard Community College, Columbia, Maryland, and plans to develop agreements with other two-year junior and community colleges in the near future. These agreements guarantee that students transferring from the two-year college will be accorded class standing by the number of semester hours or quarter hours completed at the two-year college and that all course work taken at the two-year

college will be credited toward the student's bachelor degree program at Shepherd College.

Applicants interested in the details of these direct transfer agreements should contact one of the colleges involved or Shepherd College. Officials of institutions desiring an agreement with Shepherd College should contact the Director of Admissions at Shepherd College.

CLEP TESTS

Students will be awarded credit for the successful completion of any or all of the CLEP Subject Examinations presently offered or developed in the future. They must achieve a score equal to or above the recommended score of the model policy of the College Board's Council on College-Level Examinations current at the time the examination was taken, that is the fiftieth percentile. Credit shall be awarded for the number of semesters for which the examination was designed. A grade shall not be assigned and the credit will not be included in the computation of the student's grade point average.

If credit in general education does not meet specific program requirements of Shepherd College, the credit shall be used as elective credit. The permanent academic record of the student shall indicate which credit was earned by CLEP examination. Credit for courses involving field-based aspects is not awarded on the basis of CLEP scores. Students must be enrolled at Shepherd College in order to receive credit from the institution. Students who have taken CLEP examinations prior to enrollment must submit an official CLEP transcript. The Chancellor of the West Virginia Board of Regents shall appoint a committee to review these regulations periodically.

Students currently enrolled at Shepherd College may take the CLEP examinations on campus. Persons desiring to enroll at Shepherd College who wish CLEP credit as part of their admission must take the examinations at another testing center. At present the closest center to Shepherd College is located at Frederick Community College, Frederick, Maryland.

WAIVING FRESHMAN ENGLISH

English 101 may be waived by special examination or on the basis of freshman placement tests, but no credit is allowed. Students are expected to take an advanced English course as a substitute.

Students who score 26 or better on the English portion of the ACT may request the Chairman of the Division of Languages and Literature to waive the requirement of English 101. In this event, the Division Chairman will refer the student to the Freshman Evaluation Committee, which will give him a Division English 101 test and one or more themes. On the basis of this test and theme(s) the committee may waive the requirement of English 101. No credit will be allowed for the waived requirement; the student must still complete 128 hours for graduation, and he must select some other class in English in lieu of the English 101.

ENROLLMENT PROCEDURES

A high school student may obtain an admission application from his high school guidance counselor or by writing directly to the Office of Admissions, Shepherd College, Shepherdstown, West Virginia 25443. He must complete the admissions application and return it with the health form signed by a physician, housing application and room reservation deposit (if applicable), and the financial aid application (if he desires financial assistance) to the Director of Admissions. He should request that his high school send his official transcript to the Director of Admissions. This transcript must include his class rank or G.P.A., courses taken, senior courses in progress and test scores if taken. After his application and official transcript have been received, he will be notified of his acceptance or denial.

Every student should familiarize himself with the College catalog and all requirements for certification and degrees, and will be held primarily responsible for meeting these requirements.

A student who has been officially admitted to the College will receive instructions and information regarding the Orientation Program and Registration from the Office of the Registrar. An advisor will be appointed for all first-time enrollees. A student should feel free at all times to contact his advisor to plan and discuss his schedule and academic program. Advisors are chosen in the field in which the student is majoring. Ordinarily, a student has the same advisor until he graduates unless he changes his field of study.

COLLEGE CREDIT FOR MILITARY SERVICE

Institutions of higher learning in West Virginia will grant credit for four (4) semester hours to an individual who presents a copy of his DD-214 Form after completing a minimum of one year of active military service. This credit shall be assigned to physical education, hygiene, military training or appropriate electives. The four semester hours allowed for basic or recruit training may be counted as lower division physical education unassigned, or may be counted toward the following requirements: two hours, Health Education; two hours, First Aid; four hours, Recreational Activities; four hours, Team Sports.

Correspondence work completed at accredited institutions of higher learning cooperating with the Armed Forces Institute will be accepted by institutions of higher learning in West Virginia for the amount of credit allowed by the institution with which the credit was earned, but not to exceed 28 semester hours.

ORIENTATION, TESTING AND EARLY REGISTRATION

New freshmen and transfer students who will be entering Shepherd College for the first time have the opportunity to attend an orientation, testing and early registration session held on one of several dates in April, June, or July. Students attending these sessions will meet with their academic advisors, will plan their fall course schedules, and will register for their fall semester courses.

DELAYED ENROLLMENT PLAN

Students who are offered admission to the freshman class at Shepherd College may postpone their enrollment for one year. Admitted freshmen who choose this option must submit a letter requesting that their application be reconsidered by April 1 for the fall semester, May 1 for the summer terms, or November 1 for the spring semester. These students will be guaranteed space, except in the Nursing Program, if they satisfy previous admission requirements made as conditions of their original admission. They must have an honorable record in the intervening year. Assurance of future admission does not apply to students who enroll in another college or university during the intervening period; in such cases, it will be necessary to consider the student as a transfer applicant based on the course work taken at the other college or university. The student delaying his enrollment must complete a new admissions application form to update information about himself and his proposed academic program.

SECTION IV

FINANCES

	Students Not Living in Residence Halls	Students Living in Residence Halls
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West Virginia Students:

Tuition and Fees per Semester	\$ 171.00	\$ 621.00
Tuition and Fees per Year	\$ 342.00	\$ 1242.00

Non-Resident (Out-of-State) Students:

Tuition and Fees per Semester	\$ 861.00	\$ 1311.00
Tuition and Fees per Year	\$ 1722.00	\$ 2622.00

Books are estimated to cost approximately \$100.00 per semester. Spending money depends on the student's personal tastes, generally \$10.00 to \$20.00 per week.

Students living in Open Dorms are assessed an additional fee of \$10.00 per semester.

Residence Hall Room Deposits, which accompany Room Applications, are \$25.00.

Note: Fees for part time students are calculated on a per hour basis. All fees are subject to change by the West Virginia Board of Regents and fees for 1978-79 may be different from the above listed figures.



SECTION V

STUDENT PERSONNEL PROGRAMS AND SERVICES

The Student Affairs staff is charged with responsibility for the coordination of Student Personnel Programs and Services as well as the general guidance of student life beyond the classroom. Student Personnel Services provided to students include housing, health services, food services, scholarships, financial aid, student employment, placement, and security as well as developmental services such as counseling, the improvement of reading and study skills. It also provides academic assistance through tutorial services.

Programs and activities coordinated by the Student Personnel staff range from social-recreational programs coordinated by the Interdorm Council and the College Center Board to the Creative Arts Lecture-Forum type program coordinated by staff and sub-committees. In addition there are intramural programs planned and implemented by the Division of Health, Physical Education, Recreation, and Safety.

Special Annual Events include Homecoming, Parents' Day, Spring Weekend, Winter Carnival, and Arts and Crafts Festival.



SERVICES

ORIENTATION TO COLLEGE

You've heard people say, "Start off on the right foot and the rest is easy." To help students make a smooth transition from high school to college, Shepherd conducts a two phase orientation program. Phase one consists of a one day spring or summer program which gives new students an opportunity to meet with faculty, discuss their academic program and schedule classes for the fall semester. Phase two of the program is conducted in the fall and is designed to help new students make the adjustment, academically and socially, from high school to college. Because these programs are designed to help students make a satisfactory adjustment to college, all new students accepted for admission in the fall semester are expected to attend. Dates for the spring or summer program are announced to newly admitted students early in the spring.

STUDENT DEVELOPMENT

A student development staff has been employed to help students make the most of their opportunities to develop personally, socially and intellectually. One of the primary concerns of the staff is that of helping students adjust to the total college environment. Services offered by this department are counseling, testing and placement services along with academic assistance through the federally funded Student Special Services.

Four professionally qualified counselors are part of this staff. They are eager to work with students who have concerns in the personal-social, career-vocational, or academic areas. Confidential treatment of things the student feels are "personal" is the byword in the Student Development Center. In addition to counseling, this office arranges employment or placement interviews for graduating seniors or alumni in both the teaching and non-teaching fields. Representatives of business, industry, government, and boards of education are invited to the campus for the purpose of recruiting Shepherd graduates. An up-to-date listing of off-campus part-time jobs is available in this office.

Student Special Services is designed to assist college students through reading/study skills development, counseling and tutoring. Through a qualified reading/study skills specialist, students may improve their reading skills and develop effective study habits. A professionally trained counselor assists students with any academic, personal and/or vocational concerns they encounter. Student tutors, competent in their fields, offer academic assistance free of charge to students having difficulty in a particular class. Students are encouraged to enroll in this program early in the year so that they may receive effective assistance.

HOUSING PROGRAMS AND SERVICES

At Shepherd College, the residence halls are considered an integral part of the educational program with the hope that they will provide opportunities both directly and indirectly for educational growth and development in areas related to formal studies. Thus, all single students not commuting from home, regardless of age or whether or not emancipated, are required to live in a college residence hall. In the event space is not available in a residence hall, exceptions will be made with the following priority: 1) In cases where it appears that a student will suffer a significant hardship because of medical, or other good reasons shown; 2) in cases of older students, as, for example, returning military veterans and previously married students; 3) seniors; 4) juniors; and 5) sophomores.

Activities, programs and counseling services are planned and carried out

for the benefit of all residents, providing them with opportunities to learn to live happily and comfortably within groups. A major value of the experience is learning to live in such a manner as not to infringe upon the rights of others and to this end the residence halls have specific standards developed by the staff and residents to assist in group living and citizenship education.

By accepting a room reservation in a residence hall, students consent to an agreement with Shepherd College that they will adhere to the rules and regulations found in the Residence Hall Manuals and the Student Handbook and will not conduct themselves in any way that will infringe upon the rights and privileges of other individuals or the group.

Rooms are furnished with single beds, dressers, chests, desks and chairs. Students supply linens (a rental plan is available), pillows, blankets, spreads, rugs and accessories to suit their tastes.

The college is not responsible for the personal property of students in a residence hall. Normally, all personal property is removed when a student withdraws, but in unusual circumstances the college will keep personal property for two weeks. Any property left two weeks after a student has withdrawn will be discarded.

FOOD SERVICES

To provide for the eating pleasure and nutritional needs of students the College operates a well equipped Dining Hall. This facility is catered by an outstanding national food catering service. The Dining Hall is conveniently located on Residence Hall Circle between Kenamond and Turner Halls. Off campus students may take advantage of the College food service by either purchasing a meal ticket from the College Business Office or by paying for meals at the time they are purchased. All Residence Hall students are required to purchase meal tickets. Food is served cafeteria style.

HEALTH SERVICES

The Shepherd College Student Health Center is located on the ground floor in the west wing of Gardiner Residence Hall. It is equipped with medical and surgical instruments for the examination, diagnosis, and treatment of minor medical conditions. In addition to an infirmary with accommodations for 8 bed patients, it has a waiting area, an office, and a treatment room. The Student Health Center staff consists of three registered nurses and an affiliated physician.

All new students, including transfers, must submit a Student Health Record as a *requirement for admission*. The Director of Admissions will provide the form to be used.



Shepherd Ski Club members take to the slopes during a weekend ski trip.

Shepherd College will not assume financial responsibility for medical treatment beyond the regular services of the college nurse and physician. In case of serious illness, the student may be hospitalized in the Kings Daughters or City Hospitals of nearby Martinsburg, or families may be requested to take the student home to their family physicians.

Special health services are available to veterans at the Veterans Administration Center, Martinsburg, West Virginia.

SCHOLARSHIPS, FINANCIAL AID, AND STUDENT EMPLOYMENT SERVICES

Shepherd College has established various types of financial aid to assist the student in obtaining a higher education. These include scholarships, loans, grants-in-aid, and part-time employment. Selection for financial aid will be made on the following basis: (1) Need, (2) Scholarship, (3) Character, and (4) Qualities of leadership, personality, and service.

An applicant for financial aid must be admitted to the College before he will receive any notice of a financial aid award. One application separate from the Admissions Application is used for all scholarships and financial aids administered by the College. (Please note that some of the financial aids mentioned in this section require a separate application. This fact will be noted in the description of those aids.) In addition to the application, a student must complete a Financial Aid Form, published by College Scholarship Service. The F.A.F. is the need analysis document and therefore an integral part of the application process. This form may be obtained from your guidance counselor or as part of your aid application. The deadline for the receipt of financial aid applications by the College is April 1 for entering freshmen and transfers and March 1 for presently enrolled and readmitted students. Applications received after the above deadline will be accepted on a first come-first served basis until funds are exhausted. Financial aid is awarded one year at a time and a new application must be submitted every year.

SCHOLARSHIPS

Scholarships are granted to students who have demonstrated academic excellence in high school and who have maintained at least a "B" (3.00) average or better, who have been graduated in the upper 1/3 of their graduating class and who have attained a composite score of twenty-one (21) or better on the American College Test (ACT). The following are some of the scholarships available to students meeting the above criteria:

ELLA MAY TURNER MEMORIAL SCHOLARSHIPS

The late Miss Ella May Turner, Professor of English at Shepherd College, provided for the establishment of a trust fund to be administered by the Old National Bank, Martinsburg, West Virginia. The income from this fund is used annually to provide scholarships for outstanding young men and women to attend Shepherd College.

SHIRLEY COOPER MEMORIAL SCHOLARSHIPS

Established in memory of Dr. Shirley A. Cooper, an alumnus of the Class of 1927, by the members of the American Association of School Administrators in appreciation of the outstanding contributions of their Associate Executive Secretary to public education so that deserving students may secure the benefits of a college education.

HENRY W. MILLER, JR. SCHOLARSHIP

This fund will enable the Shepherd College Scholarship and Financial Aid Committee to award several \$500 freshman scholarships each year to students who enroll at Shepherd College from high schools in the Eastern Panhandle of

West Virginia. Recipients will be selected by the Committee from nominees submitted by high school personnel. Awards will be on the basis of excellence in high school scholarship, leadership, citizenship and service.

DR. RUTH SCARBOROUGH SCHOLARSHIP

Established in honor of Dr. Ruth Scarborough, Professor Emeritus of History, who taught and advised many students in history during her thirty years at Shepherd College. This scholarship has been provided to assist deserving students in history and the social sciences who are enrolled in or who plan to attend Shepherd College.

LEEDS K. RIELY SCHOLARSHIP

This fund will enable the Shepherd College Scholarship and Financial Aid Committee to award an annual freshman scholarship to a graduate of Jefferson High School (Jefferson County, West Virginia) who enrolls at Shepherd College. The recipient will be selected by the Committee from two or more persons nominated by the high school principal. Awards will be made on the basis of a respectable high school record in citizenship and academic achievement.

ALICE FRANK MEMORIAL MUSIC SCHOLARSHIP

Established in memory of Alice Frank, wife of Dr. Guy Frank, chairman of the division of Creative Arts at Shepherd College, this scholarship has been provided to assist a student nominated by the Music Department of Shepherd College.

ELISE HOCH MEMORIAL MUSIC SCHOLARSHIP

Established in memory of Elise Hoch, mother of Dr. Hans Hoch, of Shepherdstown, this scholarship has been provided to assist a student nominated by the Music Department of Shepherd College.

RAY E. HARRIS SCHOLARSHIP

Established in honor of Ray E. Harris, Professor Emeritus of Biology and for many years chairman of the Division of Math and Science, this scholarship has been established to assist deserving students who are enrolled in or plan to attend Shepherd College.

DR. SARA HELEN CREE SCHOLARSHIP

Established in honor of Sara Helen Cree, Professor Emeritus of Physical Education, this scholarship has been provided to assist an upper-class student in Physical Education.

SHEPHERD COLLEGE SCHOLARSHIPS

The West Virginia Board of Regents has authorized Shepherd College to grant a number of scholarships each academic year covering tuition and registration fees to be based upon scholarship, personality and economic status. The number depends on the past year's enrollment.

ORGANIZATION AND ALUMNI SCHOLARSHIPS

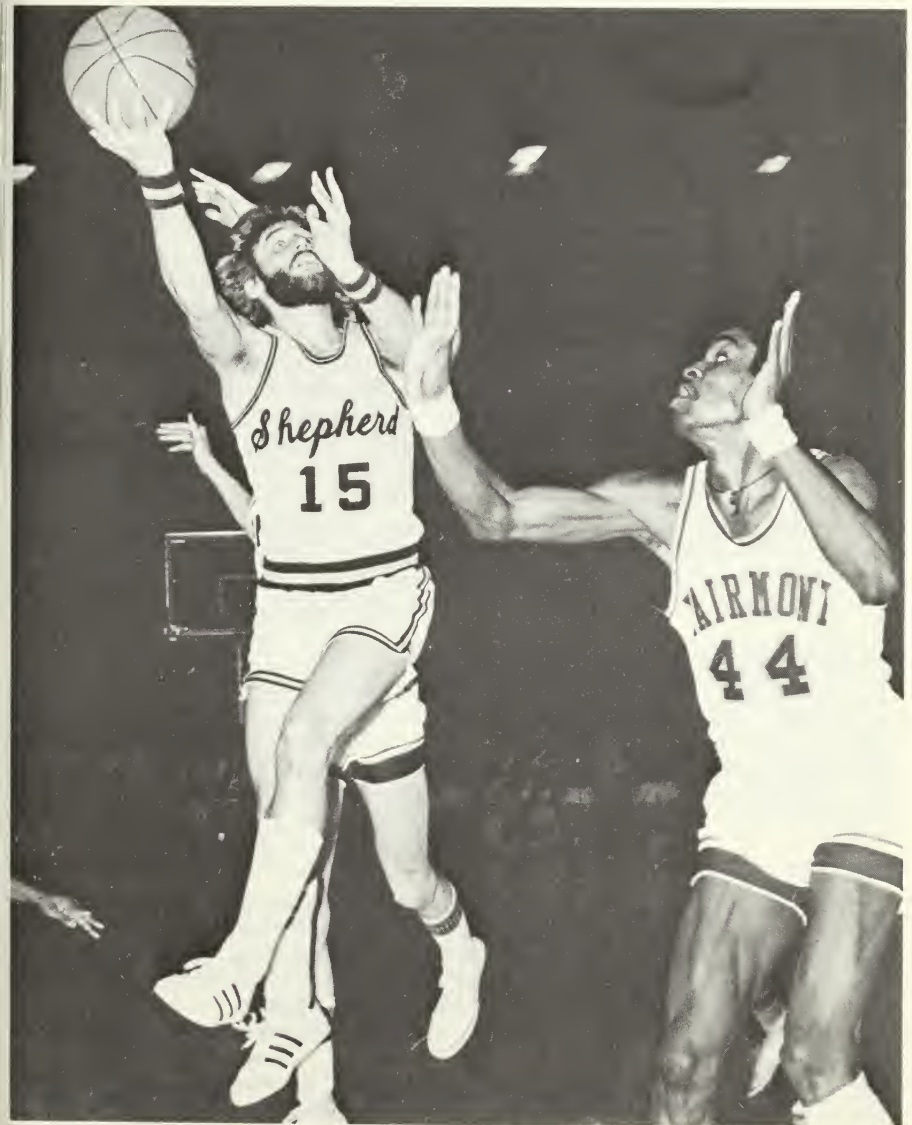
Dr. J. O. Knott Scholarships, P.S. Scholarship, Raymond Baby Freshman Scholarship, Storer College Alumni Memorial Scholarships, Shepherd College Alumni Scholarships, District Number Six Scholarship Fund for Nurses, Shannondale Women's Club Scholarship, Hazel Hendricks Scholarship Fund, Vera Malton Scholarship Fund, Shepherd College Foundation Scholarships, Hazel Barnes Memorial Scholarship, A. C. Nerhood Scholarship, Darrell Reeder Memorial Biology Scholarship, George White Scholarship.

SHEPHERD COLLEGE FOUNDATION MEMORIAL FUNDS

The Financial Aid Office administers a number of memorial funds. These

are monies which have been contributed to the Shepherd College Foundation by alumni and friends. The purpose of these funds is to assist students who are in financial need. Memorials include:

Steward E. Arnold, Dr. I. O. Ash, Agnes Burnes, Irene F. Cohen, Ira Combs, Anna Hill Egle, Attorney George B. Folk, Mabel H. Gardiner, James A. Hafer, Delberta Harris, John W. Headlee, Warren B. Horner, Edith Ikenberry, A.D. Kenamond, Kenneth Knode, Katherine Roberts Laise, P.H. and H.D. Lowry, Paxton Marshall, Lt. Gilbert Perry, Jr., Isabelle Pfiffer, Dr. Curtis G. Power, Oscar D. Reeler, Jr., Janet Yvonne Riley, Arthur Slonaker, Mary F. and Donald L. Smith, Veta Lee Smith, Dr. William Speg, Harry J. Stuckey, William R. Thacher, Dr. Edward Thomas, Hyman Viener, Dr. W. H. S. White, Lorraine Wilt, Bruce Wolford.



SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS

These funds are established by the Federal Government to enable students from low income families to attend college. Grants may range from \$200 to \$1,500 per year depending on the need of the applicant. These grants must be matched with some other type of financial aid and cannot be worth more than one-half ($\frac{1}{2}$) of the student's total need. Grants for freshmen are usually matched with National Direct Student Loans and some College Work Study.

NATIONAL DIRECT STUDENT LOANS

This fund is made possible through the Federal Government National Direct Loan Act in cooperation with the College. Any full-time student in good standing or a prospective student who has been granted admission to the College and can show need for a loan is eligible.

These loans bear no interest while the borrower is a student nor for nine months after the borrower ceases to be at least a half-time student. Repayment of the loan begins nine (9) months after the end of student status and bears three (3%) percent simple interest per annum. At present, one hundred (100%) percent of the loan can be cancelled, fifteen (15%) percent per year for teaching in schools listed in the Federal Register as having a high concentration of students from low income families, for teaching in Head Start Programs, and for teaching handicapped children. A promissory note must be signed by both the student and his endorser (in the case of minors.)

COLLEGE WORK STUDY

This fund was established by the Federal Government and the College primarily to aid students from low income families. Students are permitted to work on or off campus, usually forty (40) hours per month. The Financial Aid Office administers the student assistantship program and serves as a clearing house for students seeking employment and for those persons seeking the services of students. A student on academic or social probation may not be granted student employment by the College during the probationary period. After all students from low income families have been placed, employment may then be offered to other applicants who are in need of employment. Work under the CWS Program during the summer in the student's home community can often be arranged. Any student interested in this program should contact the Financial Aid Office regarding details and eligibility.

NURSING SCHOLARSHIP PROGRAM

This program is made available by the Federal Government to students pursuing an Associate of Science Degree in Nursing. Nursing Scholarship funds are quite limited so they are awarded to the most needy students. Nursing Scholarship recipients are also eligible to participate in the Supplemental Grant and College Work Study Programs as well as those additional sources of aid listed at the end of this section of the catalog.

NURSING STUDENT LOAN

This loan is available to needy students participating in the Associate of Science Nursing Program. It is similar to the National Direct Student Loan. Since Shepherd College participates in the Nursing Loan Program, nursing students are not eligible for a National Direct Student Loan; however, they may apply for all other types of assistance noted in the catalog.

To be eligible to receive assistance through these programs, a student must be a citizen of the United States and have financial need. All other persons seeking financial assistance should contact the Financial Aid Office to determine their eligibility for aid.

ADDITIONAL SOURCES OF AID

Below are listed a number of additional sources of financial aid. These sources require separate applications in addition to the Shepherd Application. Please contact your guidance counselor regarding these sources or feel free to request more information from the College.

BASIC EDUCATIONAL OPPORTUNITY GRANT

This program is a Federal financial aid program to provide a basic amount of aid to those who need it. In order to qualify for this program a student: (1) must have established financial need by means of a Basic Grant Application; (2) must be enrolled in an undergraduate course of study and have not previously received a Bachelor's degree from any institution; (3) must be enrolled on at least a half-time basis in an eligible program; (4) must be a U.S. Citizen or be in the United States for other than a temporary purpose and intend to become a permanent resident or be a permanent resident of the Trust Territories of the Pacific Islands; and (5) must have received no more than four full years of Basic Grant payments. If a student has received payment for four full years, he may only receive a Basic Grant in a fifth year of enrollment when either: (a) the program of study leading to a first degree is designed by the institution to be five years in length, or (b) the institution required enrollment in a remedial course of study which meant that the student was unable to complete the regular program in four academic years.

In order to apply for aid under this program (and only this program) a student must complete an application and send it to the address listed therein. Applications may be obtained from high school counselors and colleges. From the application the amount of aid the family can provide is determined. This is known as the Eligibility Index. The Eligibility Index is reported to the family along with instructions as to how to learn the amount of the award. Applications for this program should be available after February 1. The Basic Grant must be applied for each year. It is expected that all students meeting the criteria above will apply.

STATE GRANTS

Many states offer state scholarships and grants. Listed below are the names and addresses of such agencies.

1. West Virginia Higher Education Grant Program
950 Kanawha Boulevard East
Charleston, West Virginia 25301

All West Virginia residents are encouraged to apply. Applications may be obtained from this office, your high school guidance counselor or by writing to the address above. This application also requires submission of a Financial Aid Form, so all West Virginia students are encouraged to have a copy of their F.A.F. sent to the Grant Program as well as Shepherd College. This grant must be applied for each year and is awarded on the basis of need and academic potential as measured by the ACT Test.

2. Pennsylvania Higher Education Assistance Agency Grants
Town House
Harrisburg, Pa. 17102
This grant must be applied for each year.
3. New Jersey State Scholarships and Grants
State of New Jersey
Department of Higher Education
1474 Prospect Street
P. O. Box 1417
Trenton, N.J. 08625
This grant or scholarship must be applied for each year.

GUARANTEED STUDENT LOANS

Guaranteed Student Loans are somewhat similar in terms and repayment to the National Direct Student Loan; however, there is no cancellation feature for teaching. These loans are usually made by a bank and carry a higher interest rate (presently 7%). Application forms are obtained directly from the local bank. After the student and his family complete a section of the form, it is sent to the Director of Financial Aid at the College for need analysis. The form is then returned to the student who returns it to his bank for final processing. Students are encouraged to apply for other types of aid before applying for a guaranteed loan. However, if a guaranteed loan will be necessary it should be applied for at least two months prior to the start of the semester for which it is needed.



PROGRAMS AND ACTIVITIES

CREATIVE ARTS LECTURE-FORUM SERIES

Shepherd College and the Jefferson County Arts Council cooperatively plan a full range of creative arts and lecture-forum programs. Internationally known performers in the arts, leading scholars, and other prominent specialists are brought to the campus each year. Students and faculty members also contribute to the creative arts programs of the campus. Student-faculty art exhibits, recitals, concerts, and plays are all an important part of campus life. As a result of this cooperative effort, interesting programs are held each year for the benefit of students and community.

THE COLLEGE CENTER AND ITS PROGRAMS

Perhaps the most popular social and recreational spot on campus is the College Center. This Center is not just a building; it is also an organization and a program. Together they represent a well considered plan for community life on campus. Through various boards, committees and staff, the Center provides cultural, social, and recreational programs aimed at supplementing the campus instructional program.

What specifically does the College Center offer? It is the location of a cafeteria/snack bar known as the Ram's Den. It also has a Pub Lounge, a bookstore and gift shop, numerous recreation areas, a ballroom and a variety of offices.

The recreation rooms include: 1) eight bowling lanes; 2) a large activity room with card tables, pool tables, table tennis, etc.; 3) a ballroom for movies,

large meetings, dances and parties; and 4) several rooms available for relaxation, study, and "rapping" with fellow students.

The College Center has meeting rooms and numerous offices available which are used by recognized campus organizations, the Student Government Association, the College Center Board, the college newspaper and yearbook staff, the Center Director, the Veterans' Advisor and the Counseling Staff.

The Center Board is the campus committee responsible for planning social functions such as dances, movies, coffee house acts, tournaments and special events which take place throughout the year. The movies scheduled are among the latest released for distribution to college audiences by the distributors.

When dances and movies are held in the College Center, admission is open to Shepherd students, their dates and guests. Students must show valid I.D. cards. Guests must show valid identification such as drivers licenses.

Tournaments are often held in the College Center. Many of these are initiated at the residence hall level with play-offs taking place in the College Center.

Special annual events include Homecoming Weekend, Parents Weekend, Spring Weekend, the Founders Day Ball, Winter Carnival, and Arts and Crafts Festival. As you can readily see, the College Center is a focal point for activities at Shepherd College. However, the success for all activities depends largely upon student ideas, planning, hard work, cooperation and participation.

RELIGIOUS LIFE

Shepherd College is committed to an ethical approach to living and the values implicit in religion. Students and faculty are encouraged to be active in the work of the church of their choice. Shepherdstown has seven churches: Baptist, Episcopal, Lutheran, Methodist, Presbyterian, Reformed and Roman Catholic.

Various religious groups sponsor recognized campus organizations which offer many opportunities for spiritual fellowship. These organizations sponsor rap sessions, study groups, coffee houses and other similar activities. Opportunities for religious counseling are provided by campus chaplains. These are ministers from local churches who serve campus students on an informal basis and who encourage students to participate in local church activities. At times outstanding leaders in the field of religion are invited to speak at student convocations.

ATHLETICS

Intramural Sports—Men and women are given an opportunity to participate in a broad and varied program of intramural sports. This program is in operation throughout the school year. Coed activities in many sports and recreational activities are sponsored.

Intercollegiate Athletics—Shepherd College sponsors teams in football, cross country, basketball, baseball, swimming, track, golf, and tennis. Separate teams are sponsored for women in volleyball, swimming, basketball, and tennis. Shepherd College is a member of the WVIAC and NAIA.

Women's Recreation Association—The WRA offers a variety of intramural activities to every woman student at Shepherd College; promotes interest, participation and service in WRA events; and encourages sportsmanlike conduct and good fellowship. These goals are achieved through numerous intramural activities, interest groups, sports days and clinics both at home and at neighboring colleges and universities.

SOCIAL POLICY

The staff at Shepherd College assumes that students enroll with a sincere desire to become better educated individuals and to prepare themselves for

useful, productive lives.

The aim of the College is to lead students to cultivate habits of study, application, self-control, a high sense of honor, truthfulness and an interest in maintaining moral atmosphere. Those who are not disposed to support heartily a sentiment of this kind should not apply for admission. The college reserves the right to take appropriate action, including separation from the college, for violations of accepted standards.

All students are expected to observe standards of good taste at all times. All students are expected to be familiar with and be governed by the regulations found in the Student Handbook which has the inherent authority of the Catalog and the College.



SECTION VI

ACADEMIC PROGRAM

PROGRAM OF GENERAL STUDIES ADOPTED BY THE SHEPHERD COLLEGE FACULTY FOR ALL BACHELORS DEGREES EXCEPT THE REGENTS B.A.

BUSINESS ADMINISTRATION	3
12-205 Principles of Economics	3
CREATIVE ARTS	4
31-103 Introduction to Visual Arts	2
32-111 Music Appreciation	2
HEALTH, PHYSICAL EDUCATION, RECREATION AND SAFETY	2
41- Physical Education	2
LANGUAGES AND LITERATURE	15
60-101 and 60-102 Written English	6
69-202 Fundamentals of Speech	3
61-204 Survey of American Literature	3
61-210 or 61-211 Survey of English Literature	3
SCIENCE AND MATHEMATICS	11
Life Science or Physical Science	8
General Biological Science 81-101, 81-102 or	
Plants as Organisms 81-208 and	
Animals as Organisms 81-209 or	
General Physical Science 84-103, 84-104 or	
General Chemistry 82-207, 82-208, 82-209, 82-210 or	
Elementary Chemistry 82-103, 82-104 or	
General Physics 83-211, 83-212	
Mathematics	3
Introduction to Mathematics 85-215	
NOTE: Students substituting 85-104 College Algebra (3 hours) or 85-107 College Algebra (2 hours) or a satisfactory score on a competency test must in addition complete a minimum of 3 hours from the following list: 85-108 Elementary Analysis (2 hours); 85-202 Data Study (1 hour); 85-204 Introduction to Matrices (2 hours); 85-207 Calculus 1 (4 hours); 85-314 Statistical Analysis (3 hours) or 11-314 Business Statistics (3 hours).	
SOCIAL SCIENCES	12
71-101, 71-102, 71-103 History of Civilization	
(Choose two of the above three courses.)	6
72-100 Politics and Government or	
72-101 American Federal Government	3
73-203 General Sociology	3

The General Studies Program is designed to help the student to understand the cultural heritage of Western civilization and to provide him with that common knowledge and philosophy for effective living as a good citizen in a democratic society.

*Foreign language is required for the non-teaching Bachelor of Arts degree. Requirement may be waived by the Modern Language Department for students presenting three (3) high school units of credit in one language, and

only six (6) semester hours in a language is required for students presenting two (2) high school units in one language. It is assumed that the college language courses will not duplicate high school courses. The language instructor will give placement tests to determine standing.

Two years of German and French or both are recommended for those students who anticipate going to graduate or professional school.

Electives must be submitted where course requirements are identical in a student's major and minor or teaching fields except that the total required hours including substitutions shall not exceed 128.

Students majoring in Business Administration, Economics or Social Welfare will substitute 85-104 College Algebra for 85-215 Introduction to Mathematics. In addition students majoring in Business Administration or Economics will also take 11-314 Business Statistics and students majoring in Social Welfare will also take 85-314 Statistics.

It is recommended that students take Survey of English Literature *before* Survey of American Literature.

SEMESTER HOUR REQUIREMENTS* FOR MAJOR AND MINOR AREAS OF SPECIALIZATION

	Major		Minor
	BA	BS	
Art			23
Biology	34		24
Business Administration	45		33
Chemistry	33		24
Data Processing			24
Economics	33		27
English	39		27
French			24
History	30		24
Home Economics		43	24
Hotel, Motel and Restaurant Management	69		
Journalism			21
Library Science			27
Mass Communication			24
Mathematics	33		23
Medical Technology	37		
Music			27
Park Administration	63		
Political Science	30		24
Psychology			24
Recreation	67		
Secretarial Administration			25
Social Welfare	66		
Sociology	36		24
Speech and Drama			24

TEACHING FIELDS

SEMESTER HOUR REQUIREMENTS FOR TEACHING FIELDS IN SECONDARY EDUCATION

Shepherd College offers programs of study which prepare students to teach in high schools, middle schools, elementary schools and in kindergartens and nursery schools. For the elementary curriculum see page 64.

Students aspiring to teach in high schools may choose one of two types of programs leading to a teaching specialization.

(1) They may elect to specialize in one teaching field. The College offers the following comprehensive teaching fields:

Art K-12	51 hrs.
Business Education 7-12	52 hrs.
Music K-12	59 hrs.
Home Economics 7-12	55 hrs.
Social Studies 7-12	51 hrs.

(2) They may elect to specialize in two teaching fields. For specific requirements students should contact the appropriate division as certain fields cannot be combined. The College offers the following non-comprehensive teaching fields:

Biology 7-12	28 hrs.
Business Principles 7-12	40 hrs.
Secretarial Studies 7-12	37 hrs.
Art 7-12	33 hrs.
Physical Education K-12	41 hrs.
Physical Education 7-12	38 hrs.
Safety Education 7-12	17 hrs.
Health Education K-12	24 hrs.
Social Studies 7-9	30 hrs.
Chemistry 7-12	24 hrs.
English 7-12	42 hrs.
School Library Media K-12	24 hrs.
General Science 7-12	28 hrs.
Mathematics 7-12	33 hrs.
Mathematics 7-9	19 hrs.
Language Arts 7-9	30 hrs.

ELEMENTARY EDUCATION PROGRAM

- A. Elementary Education for grades 1-6
- B. Early Childhood Education for grades N-K and 1-6
- C. Middle School Education for grades 4-8 and 1-6
 - Art
 - General Science
 - Home Economics
 - Language Arts
 - Mathematics
 - Physical Education
 - Social Studies

TWO-YEAR DEGREE PROGRAMS— ASSOCIATE DEGREE AWARDED

- Accounting
- Aviation Management
- Bank Management
- Business Administration
- Commercial Art
- Computer Science
- Electronics Technology*
- Fashion Merchandising
- Fire Service & Safety Technology
- General Studies
- Health Care Management
- Hotel, Motel and Restaurant Management
- Marketing Management
- Nursing

Photography*
Secretarial Science

ONE-YEAR PROGRAMS—CERTIFICATE AWARDED

Aviation Operations
Bank Operations
Clerk-Typist
Fashion Merchandising
Fire Service & Safety Technology
Hostess & Hospitality Planner
Insurance Salesmanship
Real Estate Salesmanship
Retail Salesmanship
Stenographic Technician

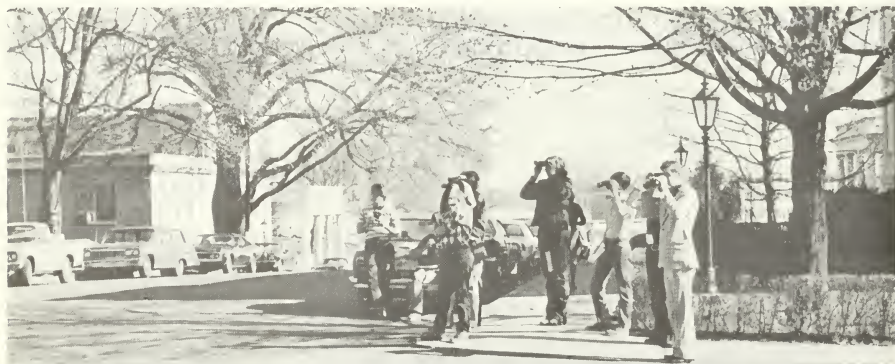
PRE-PROFESSIONAL PROGRAMS

Pre-Agriculture
Pre-Engineering
Pre-Dental
Pre-Law
Pre-Medical
Pre-Pharmacy
Pre-Physical Therapy
Pre-Theological
Pre-Veterinary

*These programs are offered in conjunction with the James Rumsey Center in Martinsburg, W. Va.

REGENTS B.A. DEGREE

Shepherd College is one of a number of West Virginia Colleges and Universities participating in the Regents B.A. degree program. This is a non-traditional degree designed with the adult population in mind. It utilizes credit from a variety of sources including that awarded in recognition of knowledge gained from practical life and work experience. The Regents B.A. is also a much more flexible program than most; it enables the student to concentrate in one or two areas or to spread work over a wide variety of fields, depending on the individual's objectives. It is available only to those persons whose high school classes graduated at least four years ago.



Dr. Sturges' Ecology students have obviously found a rare

ASSOCIATE OF ARTS DEGREE IN GENERAL STUDIES

First Year

First Semester

60-101 Written English	3
31-103 Intro Vis Arts	2
81-101, 81-208, 84-103, 82-107, 82-103 or 83-211 Science	4
71-101 Hist of Civil	3
41- Orient PE	1
Electives	3
	16

Second Semester

60-102 Written English	3
32-111 Music Apprec	2
81-102, 81-209, 84-104, 82-108, 82-104 or 83-212 Science	4
71-102 Hist of Civil	3
41- Orient PE	1
Electives	3
	16

Second Year

First Semester

61-210 or 211 Sur Engl Lit	3
85-215 Intro to Math	3
72-101 Am Fed Govt	3
Electives	7
	16

Second Semester

61-204 Sur Am Lit	3
69-202 Fund of Speech	3
73-203 Gen Soc	3
12-205 Prin Econ	3
Electives	4
	16

PRE-PROFESSIONAL STUDIES

The following programs have been coordinated with the Registrar and Dean of West Virginia University: pre-pharmacy, pre-dental, pre-medical, pre-veterinary, pre-medical technicians and courses basic to engineering and to agriculture.

Shepherd College offers pre-professional and vocational preparation and each year graduates of the college enter the leading universities and professional schools of the country.

PRE-PHARMACY

First Year

First Semester

Written English 60-101	3 hrs.
General Biology 81-101 or Plants as Organisms 81-208	4 hrs.
General Chemistry 82-207 and 82-208	4 hrs.
College Algebra 85-107	2 hrs.
Trigonometry 85-106	2 hrs.
Orientation in Physical Education 41-	1 hr.
Total	16 hrs.

Second Semester

Written English 60-102	3 hrs.
General Biology 81-102 or Animals as Organisms 81-209	4 hrs.
General Chemistry 82-209 and 82-210	4 hrs.
Calculus with Applications 85-205 ..	4 hrs.
Orientation in Physical Education 41-	1 hr.
Total	16 hrs.

Second Year

First Semester

Organic Chemistry 82-315	4 hrs.
General Physics 83-211	4 hrs.
Principles of Economics 12-205	3 hrs.
English Literature 61-210 or 211	3 hrs.
General Psychology 22-103	3 hrs.
Total	17 hrs.

Second Semester

Organic Chemistry 82-316	4 hrs.
General Physics 83-212	4 hrs.
General Psychology 22-104	3 hrs.
Liberal Arts elective	3 hrs.
Economic Problems 12-206	3 hrs.
Total	17 hrs.

PRE-DENTAL

First Semester		First Year	Second Semester	
Written English 60-101	3 hrs.		Written English 60-102	3 hrs.
Plants as Organisms 81-208	4 hrs.		Animals as Organisms 81-209	4 hrs.
General Chemistry 82-207			General Chemistry 82-209	
and 82-208	4 hrs.		and 82-210	4 hrs.
College Algebra 85-107	2 hrs.		Calculus with Applications 85-205 ..	4 hrs.
Trigonometry 85-106	2 hrs.		Orientation in Physical	
Orientation in Physical			Education 41-	1 hr.
Education 41-	1 hr.			
Total	16 hrs.		Total	16 hrs.

First Semester		Second Year	Second Semester	
Non-science elective	2 or 3 hrs.		Non-science elective	2 or 3 hrs.
General Physics 83-211	4 hrs.		General Physics 83-212	4 hrs.
Cell Biology 81-305	4 hrs.		Genetics 81-344	4 hrs.
Organic Chemistry 82-315	4 hrs.		Organic Chemistry 82-316	4 hrs.
General Psychology 22-103	3 hrs.		General Psychology 22-104	3 hrs.
Total	17 or 18 hrs.		Total	17 or 18 hrs.

For the third and fourth year curriculum see advisor.

NOTE: The minimum requirement for admission to a school of dentistry is three years pre-dental preparation.

Third and fourth year work will be planned to suit the needs of the individual student. This will be based upon the requirements of the particular dental school which the student plans to enter. The student's advisor will help plan the program.

Students who transfer to dental school at the end of the third year at Shepherd may transfer their first year work at such school back to Shepherd in order to qualify for the B.S. degree. In such cases students must satisfy the Shepherd general education requirements.

PRE-MEDICAL

First Semester		First Year	Second Semester	
Written English 60-101	3 hrs.		Written English 60-102	3 hrs.
Plants as Organisms 81-208	4 hrs.		Animals as Organisms 81-209	4 hrs.
General Chemistry 82-207	4 hrs.		General Chemistry 82-209	
and 82-208	4 hrs.		and 82-210	4 hrs.
College Algebra 85-107	2 hrs.		Calculus with Applications 85-205 ..	4 hrs.
Trigonometry 85-106	2 hrs.		Orientation in Physical	
Orientation in Physical			Education 41-	1 hr.
Education 41-	1 hr.			
Total	16 hrs.		Total	16 hrs.

First Semester		Second Year	Second Semester	
Non-science elective	2 or 3 hrs.		Non-science elective	2 or 3 hrs.
General Physics 83-211	4 hrs.		General Physics 83-212	4 hrs.
Cell Biology 81-305	4 hrs.		Genetics 81-344	4 hrs.
Organic Chemistry 82-315	4 hrs.		Organic Chemistry 82-316	4 hrs.
General Psychology 22-103	3 hrs.		General Psychology 22-104	3 hrs.
Total	17 or 18 hrs.		Total	17 or 18 hrs.

For the third and fourth year curriculum see advisor.

NOTE: The minimum requirements for admission to a school of medicine is three years of pre-medical preparation.

Third and fourth year work will be planned to suit the needs of the individual student. This will be based upon the requirements of the particular medical school which the student plans to enter. Medical schools expect the student to have completed at least three years of preprofessional training; many require four years of work with a degree. Shepherd is prepared to meet these requirements.

Students who transfer to medical school at the end of the third year at Shepherd may transfer their first year of work at such school back to Shepherd in order to qualify for the B.S. degree. In such cases students must satisfy the Shepherd general education requirements.

PRE-VETERINARY

First Year

First Semester

Written English 60-101	3 hrs.
College Algebra 85-107	2 hrs.
Trigonometry 85-106	2 hrs.
Plants as Organisms 81-208	4 hrs.
General Chemistry 82-207 and 82-208	4 hrs.
Orientation in Physical Education 41-	1 hrs.
Total	16 hrs.

Second Semester

Written English 60-102	3 hrs.
Calculus with Applications 85-205 ..	4 hrs.
Animals as Organisms 81-209	4 hrs.
General Chemistry 82-209 and 82-210	4 hrs.
Orientation in Physical Education 41-	1 hr.
Total	16 hrs.

Second Year

First Semester

General Physics 83-211	4 hrs.
Cell Biology 31-305	4 hrs.
Bacteriology 81-302	4 hrs.
Electives	3 or 5 hrs.
Total	15-17 hrs.

Second Semester

General Physics 83-212	4 hrs.
Genetics 81-344	4 hrs.
Fundamentals of Speech 69-202	3 hrs.
Electives	3 or 5 hrs.
Total	14-16 hrs.

For the third and fourth year's curriculum see advisor.

COURSES BASIC TO ENGINEERING

One-Year Program

First Semester

Written English 60-101	3 hrs.
College Algebra 85-107	2 hrs.
Trigonometry 85-106	2 hrs.
Elementary Analysis 85-108	2 hrs.
General Chemistry 82-207 and 82-208	4 hrs.
History 71-101	3 hrs.
Total	16 hrs.

Second Semester

Written English 60-102	3 hrs.
General Chemistry 82-209 and 82-210	4 hrs.
Calculus with Analytic Geometry 85-207	4 hrs.
History 71-102	3 hrs.
Elective	3 hrs.
Total	17 hrs.

COURSES BASIC TO AGRICULTURE

First Year

First Semester

Written English 60-101	3 hrs.
General Biology 81-101 or Plants as Organisms 81-208	4 hrs.
General Chemistry 82-207 and 82-208	4 hrs.
College Algebra 85-107	2 hrs.
Orientation in Physical Education 41-	1 hr.
Total	14 hrs.

Second Semester

Written English 60-102	3 hrs.
General Biology 81-102 or Animals as Organisms 81-209	4 hrs.
General Chemistry 82-209 and 82-210	4 hrs.
Calculus with Applications 85-205 ..	4 hrs.
Orientation in Physical Education 41-	1 hr.
Total	16 hrs.

The second year curriculum should be planned after careful consultation with the student's academic advisor.

*Students planning to enter areas other than agricultural science should transfer to West Virginia University at the end of the first year. Students who plan to study agronomy should not take Biology 81-324, 81-325.

SUGGESTED PRE-PHYSICAL THERAPY CURRICULUM

Although Shepherd College does not have a certificate or Bachelors degree granting program in Physical Therapy, the college does offer all of the pre-professional courses required for admission to many such programs available at other colleges and universities including that of West Virginia University. These pre-professional courses may be completed in two full years at Shepherd College and include eight hours each of Biology, Chemistry and Physics, 12 hours of Psychology plus courses in the social sciences and humanities. College algebra and trigonometry are strongly recommended. A suggested first year program follows.

Freshman Year			
First Semester		Second Semester	
Written English 60-101	3 hrs.	Written English 60-102	3 hrs.
Elementary Chemistry 82-103	4 hrs.	Elementary Chemistry 82-104	4 hrs.
General Psychology 22-103	3 hrs.	General Psychology 22-104	3 hrs.
Plants as Organisms 81-208	4 hrs.	Animals as Organisms 81-209	4 hrs.
Elective	3 hrs.	Fundamentals of Speech 69-202	3 hrs.
Total	17 hrs.	Total	17 hrs.



The Shepherd Rams Football team compiled a 10-2 record during the 1976 season.

PRE-THEOLOGICAL STUDIES

The American Association of Theological Schools proposes no one course of study as "best" for students who plan to enter seminary, but emphasizes that those students should be able, upon graduation from college, to demonstrate the ability to use certain tools of the educated man. Recommendations generally indicated by seminaries include such minimal statements as these: English, 12-16 semester hours; history 8-12 semester hours; foreign language, 12-16 semester hours; religion, 8-12 semester hours; natural sciences, 12-16 semester hours; social studies, 12-16 semester hours; philosophy, 8-12 semester hours; psychology, 4-6 semester hours.

Of the possible areas of concentration offered at Shepherd College, students who plan to enter seminary would be well advised to consider either English or history for their major.

The following schedule represents a recommended program for the first two years.

First Year		Second Semester	
First Semester			
Written English 60-101	3	Written English 60-102	3
History of Civilization 71-101	3	History of Civilization 71-102	3
Orientation in Physical Education	1	Orientation in Physical Education	1
General Physical Science 84-103	4	General Physical Science 84-104	4
Music 32-111	2	Introduction to Philosophy 76-101	3
Old Testament 68-308	2	New Testament 68-309	2
	15		16

Second Year		Second Semester	
First Semester			
Fundamentals of Speech 69-202	3	Ethics 76-315	3
General Sociology 73-203	3	Introduction to Visual Arts 31-103	2
General Psychology 22-103	3	Social Problems 73-205	3
History of Philosophy 75-305	3	General Psychology 22-104	3
Foreign Language	3	20th Century Philosophy 76-306	2
	15	Foreign Language	3
			16

The student and his advisor will determine, in conjunction with the major chosen, the schedule of courses for the third and fourth years.

PRE-LAW

Law schools generally require possession of a baccalaureate degree by an applicant for admission. Although law schools do not specify any specific undergraduate major as being more appropriate than another for consideration for admission to their programs, applicants usually possess bachelor degrees in political science, history, economics, or accounting. Most recent Shepherd College graduates who have entered law schools have majored in political science. The specific criteria for admission are three-fold: (1) the applicant's overall grade-point average; (2) his score on the Law School Admission Test (LSAT); and (3) the nature of recommendations in his behalf from major professors and from those who are familiar with his character.

The student who is interested in entering law school should plan an academic program that develops his breadth of vocabulary and reading comprehension, written expression and techniques, discernment for subtleties of language and thought, analytical ability, and knowledge of governmental procedures and forms. Consultation and advisement for aspirants are available from the Chairman of the Division of the Social Sciences. Information about the Law School Admission Test is obtainable in the same office.

DIVISION OF BUSINESS ADMINISTRATION

The Division of Business Administration prepares college students to enter the business world, to teach in high schools and to enter graduate school. This division concentrates on the fundamental disciplines underlying the practices of business. The program is designed to provide education in the latest business techniques in a rapidly changing field. The best education for the business leader of tomorrow is one that increases his capacity to learn during the remainder of his life. The program is concerned with the principles of management common to all enterprises, and the student is expected to develop an insight into basic tenets and analytical skills that will equip him to meet the needs and problems of diverse types of business. As part of his program the student may elect to concentrate on one of the major functional aspects of business: accounting, data processing, marketing, or hotel-motel and restaurant management.

BUSINESS ADMINISTRATION

This curriculum is designed for the student who desires a broad background in business fundamentals. Preparation for positions in executive and managerial areas is emphasized.

ALL BUSINESS STUDENTS must take college algebra 85-104 as a substitution for 85-215 in the general studies requirements.

CURRICULUM FOR A MAJOR IN BUSINESS ADMINISTRATION

Required courses, 45 hours:

Introduction to Business 11-150	3
Introductory Accounting 11-201 and 11-202	6
Economic Problems 12-206	3
Management of the Enterprise 11-251	3
Business Law 11-312	3
Business Statistics 11-314	3
Intermediate Accounting 11-329 and 11-330	6
Marketing 11-340	3
Written Communications in Business 11-345	3
Human Relations in Industry 11-390	3
Corporation Finance 11-400	3
Personnel Management 11-409	3
Business Electives (selected with the consent of the advisor)	3

All business majors must have minor approved by the chairman of the Division of Business Administration.

CURRICULUM FOR A MAJOR IN BUSINESS ADMINISTRATION WITH A CONCENTRATION IN ACCOUNTING

In recent years due to taxation, government regulation, and the necessity for a firm to have adequate cost information there has been a tremendous increase in the demand for accountants. Courses are offered to prepare students for careers in this area.

Required courses, 45 hours:

Introduction to Business 11-150	3
Introductory Accounting 11-201 and 11-202	6
Management of the Enterprise 11-251	3
Business Statistics 11-314	3
Business Law 11-312	3
Intermediate Accounting 11-329 and 11-330	6
Advanced Accounting 11-331	3
Written Communications in Business 11-345	3
Corporation Finance 11-400	3
Cost Accounting 11-401	3
Auditing 11-402	3
Income Tax 11-404	3
Business Electives (selected with consent of the advisor)	3

CURRICULUM FOR A MAJOR IN BUSINESS ADMINISTRATION WITH A CONCENTRATION IN DATA PROCESSING

This concentration prepares the student for a career in Automatic Data Processing (ADP) which now occupies prominence in many fields of endeavor, especially business enterprises.

Required courses, 45 hours:

Introduction to Business 11-150	3
Introductory Accounting 11-201 and 11-202	6
Introduction to Data Processing 11-214	3
Computer Language Concepts 11-235	3
Computers and Programming 11-236	3
Management of the Enterprise 11-251	3
Business Law 11-312	3
Business Statistics 11-314	3
Intermediate Accounting 11-329 and 11-330	6
Written Communications in Business 11-345	3
Introduction to ADP Systems 11-346	3
ADP Applications 11-385	3
Accounting Systems 11-411	3

CURRICULUM FOR A COMPREHENSIVE MAJOR IN HOTEL-MOTEL AND RESTAURANT MANAGEMENT

There has been an increasing demand for college trained students in this area. Students selecting this concentration need not elect a minor.

Required courses, 69 hours:

Introduction to Business 11-150	3
Introductory Accounting 11-201 and 11-202	6
Economic Problems 12-206	3
Survey of Food Services 26-207	3
Introduction to Data Processing 11-214	3
Management of the Enterprise 11-251	3
Lodging Management 26-303	3
Food Production Systems 26-309	3
Business Law 11-312	3
Business Statistics 11-314	3
Nutrition 25-318	3
Intermediate Accounting 11-329	3
Written Communications in Business 11-345	3
Marketing 11-340	3
Personnel Management 11-409	3

Accounting Systems 11-411	3
Service Industry Externship 26-490	3
Service Industry Externship 26-491	3
Service Industry Externship 26-492	3
Business Electives (selected with the consent of the advisor)	9

In addition to the comprehensive major listed above a student must take the courses listed in the catalog under "General Studies" except that Elementary Chemistry 82-103 and 82-104 will be substituted for the science requirement.

**CURRICULUM FOR A MAJOR IN BUSINESS ADMINISTRATION
WITH A CONCENTRATION IN MARKETING**

Increasing emphasis on the problems of marketing the national output of goods and services has created many new opportunities for employment in this area.

Required courses. 45 hours:

Introduction to Business 11-150	3
Economic problems 12-206	3
Management of the Enterprise 11-251	3
Introductory Accounting 11-201 and 202	6
Business Law 11-312	3
Business Statistics 11-314	3
Intermediate Accounting 11-329 and 330	6
Marketing 11-340	3
Marketing Decision Making 11-341	3
Salesmanship 11-360	3
Retailing 11-350	3
Advertising 11-370	3
Sales Management 11-412	3

CURRICULUM FOR A MINOR IN BUSINESS ADMINISTRATION

Required courses. 33 hours:

Introduction to Business 11-150	3
Introductory Accounting 11-201 and 202	6
Economic Problems 12-206	3
Management of the Enterprise 11-251	3
Business Law 11-312	3
Intermediate Accounting 11-329 and 330	6
Marketing 11-340	3
Corporation Finance 11-400	3
Personnel Management 11-409	3

CURRICULUM FOR A MINOR IN DATA PROCESSING

Required courses. 24 hours:

Introduction to Data Processing 11-214	3
Computer Language Concepts 11-235	3
Computers and Programming 11-236	3
Introduction to ADP Systems 11-346	3
ADP Applications 11-385	3
Accounting Systems 11-411	3
Computer Center Work Experience 11-417	3
Business Electives (selected with the consent of the advisor)	3

ECONOMICS

Purpose: To develop an understanding of the manifold and complex problems of our economic system and of the other systems of the world.

CURRICULUM FOR A MAJOR IN ECONOMICS

Total hours required for a major, 33

Required courses, 21 hours:

Economic Problems 12-206	3
Introductory Accounting 11-201 and 202	6
Theory of Price and Resources 12-301	3
Theory of Income and Employment 12-302	3
Money and Banking 12-305	3
Business Statistics 11-314	3

Electives from the following courses, 12 hours:

Government and Business 11-300	3
Quantitative Methods 11-413	3
Development of Economic Thought 12-304	3
Public Finance 12-310	3
Comparative Economic Systems 12-315	3
Business Cycles and Forecasting 12-319	3
Labor Economics 12-321	3
International Economics 12-325	3
Economic Development 12-410	3

CURRICULUM FOR A MINOR IN ECONOMICS

Total hours required for a minor, 27

Economic Problems 12-206	3
Introductory Accounting 11-201	3
Introductory Accounting 11-202	3
Money and Banking 12-305	3
Business Cycles 12-319	3
Labor Economics 12-321	3
Development of Economic Thought 12-304	3
Public Finance 12-310	3
Comparative Economic Systems 12-315	3

All economics majors must have minor approved by the chairman of the Division of Business Administration.

BUSINESS EDUCATION

TEACHING FIELDS

These curricula are designed to provide the opportunity for prospective business education teachers to develop and refine their basic skills, to acquire the knowledge necessary for effective teaching, and to develop a healthy attitude toward, and an understanding of, the role of business education in the secondary school program.

CURRICULUM FOR COMPREHENSIVE TEACHING FIELD 7 THROUGH 12

Total hours required, 52

Introduction to Business 11-150	3
Introductory Accounting 11-201 and 11-202	6
Management of the Enterprise 11-251	3
Business Law 11-312	3
Business Statistics 11-314	3
Intermediate Accounting 11-329	3
Mathematics of Finance 85-111	3
Typewriting II 13-104	2

Typewriting III 13-105	3
Shorthand II 13-202	4
Shorthand III 13-203	3
Office Procedures 13-324	3
Office Machines 13-325	3
Business Writing 13-327	3
Directed Office Experience 13-403	2
Business Administration electives (selected with consent of advisor)	5

**CURRICULUM FOR SECRETARIAL STUDIES TEACHING FIELD
7 THROUGH 12**

Total Hours Required, 37	
Introduction to Business 11-150	3
Introductory Accounting 11-201 and 11-202	6
Business Law 11-312	3
Typewriting III 13-105	3
Shorthand II 13-202 and Shorthand III 13-203	7
Office Procedures 13-324	3
Office Machines 13-325	3
Directed Office Experience 13-403	2
Mathematics of Finance 85-111	3
Business Electives (selected with the consent of the advisor)	3

**CURRICULUM FOR BUSINESS PRINCIPLES TEACHING FIELD
7 THROUGH 12**

Total Hours Required, 40	
Introduction to Business 11-150	3
Introductory Accounting 11-201 and 11-202	6
Intermediate Accounting 11-329 and 11-330	6
Introduction to Data Processing 11-214	3
Business Law 11-312	3
Business Statistics 11-314	3
Typewriting II 13-104	2
Office Procedures 13-324	3
Office Machines 13-325	3
Directed Office Experience 13-403	2
Mathematics of Finance 85-111	3
Business Electives (selected with the consent of the advisor)	3



Secretarial students use a learning resource center in their study of shorthand.

CURRICULUM FOR A MINOR IN SECRETARIAL ADMINISTRATION

Total hours required, 27

Typewriting 13-103* and 13-104	4
Shorthand 13-201* and 13-202	8
Introductory Accounting 11-201 and 11-202	6
Office Machines 13-325	3
Office Procedures 13-324	3
Business Electives (selected with the consent of advisor)	1-3

*A student may be exempt from taking this course by passing an examination. No college credit is earned.

TWO-YEAR ASSOCIATE IN SCIENCE DEGREES

Purpose: To prepare young men and women to enter technical fields of business. Credit hours earned may later be applied toward a Bachelor of Science Degree in Business Administration. The following concentrations are offered.

ACCOUNTING**FIRST YEAR**

		First Sem.	Second Sem.
60-101, 102	Written English	3	3
11-150	Introduction to Business	3	
85-104	College Algebra	3	
11-201, 202	Introductory Accounting	3	3
11-251	Management of the Enterprise		3
12-205	Principles of Economics	3	
12-206	Economic Problems		3
69-202	Fundamentals of Speech		3
13-325	Office Machines		3
		<hr/> 15	<hr/> 18

SECOND YEAR

11-312	Business Law	3	
11-329, 330	Intermediate Accounting	3	3
11-345	Written Communications in Business		3
11-390	Human Relations in Industry	3	
11-402	Auditing		3
11-404	Income Tax	3	
11-411	Accounting Systems		3
13-324	Office Procedures		3
72-101	American Federal Government	3	
		<hr/> 15	<hr/> 15

AVIATION MANAGEMENT TECHNOLOGY**FIRST YEAR**

		First Sem.	Second Sem.
11-120	Air Transportation Industry (AVM)*		3
11-121	Aviation Law and Regulations (AVM)*		3
11-150	Introduction to Business	3	
11-201, 202	Introductory Accounting	3	3
11-214	Introduction to Data Processing		3
12-205	Principles of Economics		3
60-101, 102	Written English	3	3
84-110	Aviation Orientation (AVM)*	3	
	(Private Pilot Ground School)		
85-104	College Algebra	3	
		<hr/> 15	<hr/> 18

*Flight Option—Students may complete the FAA Private Certificate in lieu of one of the listed AVM courses. All FAA requirements must be met for six hours credit. Students who possess the Private

Pilot Certificate will receive flight option credit. Students who present evidence of having passed the FAA private pilot written examination will receive three credits. Students who have completed the private pilot certificate will receive six credits.

SECOND YEAR

11-211	Airport Management (AVM)**	3	
11-251	Management of the Enterprise	3	
11-312	Business Law	3	
11-340	Marketing		3
11-345	Written Communications in Business	3	
11-390	Human Relations in Industry		3
84-212	Air Navigation and Air Traffic Systems (AVM)**	3	
84-213	Aerodynamics and Systems (AVM)**		3
84-303	Meteorology* or Elective		3
	(*Suggested for students with an interest in weather related employment)		
	Business Electives (selected with the consent of the advisor).		3
		15	15

**Flight Option—Students may substitute FAA approved ground and flight courses leading to a Commercial Pilot, Instrument Rating, or Flight Instructors rating for AVM courses to receive a maximum of six hours of credit in the second year.

BANK MANAGEMENT

FIRST YEAR

		First Sem.	Second Sem.
60-101, 102	Written English	3	3
11-150	Introduction to Business	3	
11-201, 202	Introductory Accounting	3	3
11-214	Introduction to Data Processing	3	
11-235	Computer Language Concepts		3
11-409	Personnel Management		3
12-205, 206	Principles and Problems of Economics	3	3
		15	15

Second Year

11-251	Management of the Enterprise	3	
11-312	Business Law	3	
11-314	Business Statistics		3
11-329, 330	Intermediate Accounting	3	3
11-402	Auditing		3
12-305	Money and Banking	3	
85-104	College Algebra		3
	Business Electives (selected with the consent of the advisor)	3	3
		15	15

DATA PROCESSING

First Year

		First Sem.	Second Sem.
11-150	Introduction to Business	3	
11-160	Punch Card Data Processing		3
11-214	Introduction to Data Processing	3	
11-235	Computer Language Concepts		3
12-205	Principles of Economics	3	
12-206	Economic Problems		3
13-103	Typing I	2	
60-101, 102	Written English	3	3

5-104	College Algebra		3
	Business Electives (selected with the consent of the advisor)	3	
		17	15

Second Year

1-201, 202	Introductory Accounting	3	3
1-236	Computers and Programming	3	
1-251	Management of the Enterprise	3	
1-312	Business Law	3	
1-314	Business Statistics		3
1-345	Written Communications in Business		3
1-346	Introduction to ADP Systems		3
1-417	Computer Science Work Experience		2
9-202	Fundamentals of Speech		3
	Business Electives (selected with the consent of the advisor)	3	
		15	17

GENERAL BUSINESS

First Year

		First Sem.	Second Sem.
30-101, 102	Written English	3	3
11-150	Introduction to Business	3	
11-201, 202	Introductory Accounting	3	3
1-251	Management of the Enterprise		3
12-205, 206	Principles and Problems of Economics	3	3
35-104	College Algebra	3	
72-101	American Federal Government		3
		15	15

Second Year

39-202	Fundamentals of Speech	3	
11-312	Business Law	3	
11-314	Business Statistics		3
11-329, 330	Intermediate Accounting	3	3
11-340	Marketing	3	
11-345	Written Communications in Business		3
11-370	Advertising		3
11-390	Human Relations in Industry	3	
	Business Electives (selected with the consent of the advisor)		3
		15	15

HEALTH CARE MANAGEMENT

First Year

		First Sem.	Second Sem.
11-150	Introduction to Business		3
11-201, 202	Introductory Accounting	3	3
22-103, 104	General Psychology	3	3
60-101, 102	Written English	3	3
73-203	General Sociology		3
11-214	Introduction to Data Processing		3
87-111	Medical Terminology	3	
87-116	Health Care Organizations	3	
		15	18

Second Year

11-251	Management of the Enterprise	3	
11-312	Business Law		3
11-329	Intermediate Accounting	3	
11-345	Written Communications in Business	3	
87-211	Health Care Management Problems	4	
87-216	Health Care Practicum and Seminar		4
87-221	Community Health Planning Seminar		1
	Business Electives (selected with the consent of the advisor)	4	7
		17	15

HOTEL-MOTEL RESTAURANT MANAGEMENT**First Year**

		First Sem.	Second Sem.
11-150	Introduction to Business	3	
11-201, 202	Introductory Accounting	3	3
11-214	Introduction to Data Processing	3	
11-251	Management of the Enterprise		3
12-205, 206	Principles and Problems of Economics	3	3
60-101, 102	Written English	3	3
26-303	Lodging Management		3
	Business Electives (selected with the consent of the advisor)		2
		15	17

Second Year

11-312	Business Law	3	
11-329	Intermediate Accounting	3	
11-340	Marketing	3	
11-345	Written Communication in Business		3
11-409	Personnel Management		3
69-202	Fundamentals of Speech		3
26-207	Survey of Food Service	3	
26-309	Food Production Systems		3
26-490, 491	Service Industry Externship	3	3
	Business Electives (selected with the consent of the advisor)		2
		15	17

MARKETING MANAGEMENT**First Year**

		First Sem.	Second Sem.
60-101, 102	Written English	3	3
11-150	Introduction to Business	3	
11-201, 202	Introductory Accounting	3	3
11-251	Management of the Enterprise		3
11-370	Advertising		3
12-205, 206	Principles and Problems of Economics	3	3
	Business Electives (selected with the consent of the advisor)	3	
		15	15

Second Year

11-312	Business Law		3
11-329, 330	Intermediate Accounting	3	3
11-340	Marketing	3	
11-341	Marketing Decision Making		3
11-345	Written Communications in Business		3
11-350	Retailing	3	

11-360	Salesmanship	3	
	Business Electives (selected with the consent of the advisor)	3	3
		15	15

SECRETARIAL SCIENCE

Purpose: To prepare secretarial students for responsible positions in the modern business world by developing their skills to a high degree and by providing an opportunity to enrich their backgrounds within the Business Administration Division and the Liberal Arts College. Students are encouraged to get practical experience by obtaining employment during the regular and summer terms.

Credit hours earned in the two-year program may later be applied toward a Bachelor of Arts in Secondary Education degree or a Bachelor of Science degree.

Freshman Year

First Semester

Written English 60-101	3
Typewriting 13-103*	2
Shorthand 13-201*	4
Prin. of Economics 12-205	3
Physical Education Orientation	1
Introduction to Business 11-150	3
Total	16

Second Semester

Written English 60-102	3
Typewriting 13-104	2
Shorthand 13-202	4
Economics 12-206	3
Intro. to Visual Arts 31-103 or Music Appreciation 32-111	2
Office Machines 13-325	3
Total	17

Sophomore Year

First Semester

Business Writing 13-327	3
Shorthand 13-203	3
Mathematics of Finance 85-111	3
Introductory Accounting 11-201	3
Business Law 11-312	3
Electives	2
Total	17

Second Semester

Fundamentals of Speech 69-202	3
Typewriting 13-105	3
Office Procedures 13-324	3
Introductory Accounting 11-202	3
Introduction to Data Processing 11-214	3
Total	15

*A student may be exempt from taking this course by passing an examination. No college credit is earned.

ONE-YEAR CERTIFICATES

Purpose: To provide an opportunity for individuals, who cannot commit themselves to an extended academic program and who desire to prepare themselves for specialized work in one particular phase of business activity. Credit hours earned may later be applied toward a Two-Year Associate of Science Degree or a Bachelor of Science Degree.

AVIATION OPERATIONS

	First Sem.	Second Sem.
11-120		3
11-121		3
11-150	3	
11-201, 202	3	3
11-214		3
12-205		3
60-101, 102	3	3
84-110	3	
Air Transportation Industry (AVM)*		
Aviation Law and Regulations (AVM)*		
Introduction to Business	3	
Introduction to Data Processing		3
Principles of Economics		3
Written English	3	3
Aviation Orientation (AVM)*	3	
(Private Pilot Ground School)		

85-104	College Algebra	3	
		15	18

**Flight Option*—Students may complete the FAA Private Certificate in lieu of one of the listed AVM courses. All FAA requirements must be met for six hours credit. Students who possess the Private Pilot Certificate will receive flight option credit. Students who present evidence of having passed the FAA private pilot written examination will receive three credits. Students who have completed the private pilot certificate will receive six credits.

BANK OPERATIONS

60-101, 102	Written English	3	3
11-150	Introduction to Business	3	
11-201, 202	Introductory Accounting	3	3
11-214	Introduction to Data Processing	3	
11-251	Management of the Enterprise		3
12-205	Principles of Economics	3	
12-305	Money and Banking		3
12-103	Typing I	3	
	Business Electives (selected with the consent of the advisor)		3
		17	15

CLERK-TYPIST

		First Sem.	Second Sem.	Summer Term
60-101, 102	Written English	3	3	
11-150	Introduction to Business ...	3		
11-201	Introductory Accounting ...	3		
11-312	Business Law		3	
11-205	Principles of Economics ...		3	
13-103	Typing I	2		
13-104	Typing II		2	
13-105	Typing III			3
13-324	Office Procedures			3
13-325	Office Machines		3	
85-111	Mathematics of Finance	3		
		14	14	6

INSURANCE SALESMANSHIP

60-101, 60-102	Written English	3	3
11-150	Introduction to Business	3	
11-201, 202	Introductory Accounting	3	3
11-312	Business Law		3
11-315	Insurance		3
11-360	Salesmanship		3
12-205	Principles of Economics	3	
	Business Electives (selected with the consent of the advisor)	3	3
		15	18

REAL ESTATE SALESMANSHIP

60-101, 102	Written English	3	3
11-150	Introduction to Business	3	
11-201, 202	Introductory Accounting	3	3
11-312	Business Law		3
11-317	Real Estate		3
11-360	Salesmanship		3
12-205	Principles of Economics	3	
	Business Electives (selected with the consent of the advisor)	3	3
		15	18

RETAIL SALESMANSHIP

50-101, 102	Written English	3	3
11-150	Introduction to Business	3	
11-201, 202	Introductory Accounting	3	3
11-350	Retailing		3
11-360	Salesmanship		3
11-370	Advertising		3
12-205	Principles of Economics	3	
	Business Electives (selected with the consent of the advisor)	3	3
		<hr/> 15	<hr/> 18

STENOGRAPHIC TECHNICIAN

	First Sem.	Second Sem.	Summer Term
60-101, 102	Written English	3	
11-150	Introduction to Business	3	
11-312	Business Law	3	
13-103	Typing I	2	
13-104	Typing II	2	
13-201	Shorthand I	4	
13-202	Shorthand II	4	
13-203	Shorthand III		3
13-324	Office Procedures		3
13-325	Office Machines	3	
	Business Electives (selected with the consent of the advisor)	3	
		<hr/> 15	<hr/> 6

AMERICAN INSTITUTE OF BANKING COOPERATIVE PROGRAMS

Banking Programs in Cooperation with The American Institute of Banking (AIB)

In cooperation with the Tri-County West Virginia Study group of the American Institute of Banking, Shepherd College offers courses applicable to both AIB Certificate requirements and associate degree credit. Classes will be scheduled both on and off campus to meet the needs of the AIB Study Group and local banks.



DIVISION OF CREATIVE ARTS

The Art Department concentrates on providing opportunities for the student's self-discovery and research within the various areas of the visual arts. The program is designed:

1. To give the student a diversified background in art.
2. To encourage and challenge the individual to grow creatively and professionally as an artist and teacher.
3. To develop and/or preserve:
 - a. an interest in art through an understanding of the creative process,
 - b. the basic theories of aesthetics,
 - c. the nature of art materials and processes, and
 - d. the philosophical and technical aspects of both historical and contemporary art forms.

The Music Department concentrates on providing a climate conducive to the development of the comprehensive musician. This is achieved through a highly personalized and student-centered approach which revolves around the integration of the various musical areas as a unified core of experience. The program is designed:

1. To inspire student growth in creative, artistic and professional terms.
2. To foster student inquiry, interaction and self-discovery.
3. To develop student capacity to communicate music to others.
4. To train students for public school music careers, according to approved standards of teacher education.
5. To provide a strong foundation for future graduate work in the field of music.
6. To supply a valid musical base for non-teaching students with alternative music career objectives.
7. To develop the aesthetic sense of the general student in terms of musical understanding, appreciation and perception.
8. To provide avocation opportunities for interested students, through participation in the various music ensembles and other music activities.

ART

The Art Department offers courses leading to the Bachelor of Arts degree in education with a comprehensive teaching specialization in art (grades K through 12); a field of specialization in secondary art (grades 7 through 12); an elementary field (grades 4 through 8) for elementary education majors and an Associate of Arts degree in Commercial Art; an Associate of Arts degree in Photography; a minor in Art; and a concentration in art (non-teaching) is also possible through the Board of Regents B.A. degree program.

SPECIAL REQUIREMENTS FOR ART CURRICULUM STUDENTS:

1. **Portfolio requirement for admission:** The Shepherd College Art Department believes that any student who meets the general admissions requirements and is seriously interested in pursuing art as a teaching field and/or a career is entitled to enroll as an art curriculum student. Therefore, no portfolio is required for admission.
2. **Time Requirements:** In order to pursue a reasonable and logical program of study, it is suggested that a student begin his or her study during the fall semester and adhere to the recommended sequence of courses. Also, since the Art Department believes that it is desirable for the student to allow sufficient time for growth and maturation, it is recommended that the student complete the art curriculum require-

ments during a period of eight (8) semesters. A student will not be permitted to complete all of the required art courses in a period lasting less than two years.

3. **Deficiencies:** The Art Department reserves the right to review the work of the art curriculum student in order to discern deficiencies in the education of the student and to provide means (independent study, studio work, auditing, additional courses, etc.) whereby the student may rectify his weaknesses. All art curriculum students are required to maintain a portfolio of their studio work.
4. **Senior Art Exhibit or Project:** Students enrolled in the art curriculum leading to a Bachelor of Arts degree in education with a comprehensive or secondary (grades K through 12 or 7 through 12) field in art for classroom teaching are required to present an exhibit of their work during their senior year. The student must obtain the sanction of the art faculty prior to the exhibit. Art students not granted permission to exhibit must complete a faculty-approved project of significant proportions.



CURRICULUM FOR A MINOR IN ART

Total semester hours required	23
Two Dimensional Design 31-170	2
Introductory Drawing 31-115	3
Three Dimensional Design 31-140	3
History of Western Art 31-203	3
History of Western Art 31-204	3
Painting 31-230	2
Printmaking 31-360	2
Sculpture 31-240	3
Aesthetic Criticism 31-403	2

CURRICULUM FOR THE BACHELOR OF ARTS DEGREE WITH A COMPREHENSIVE FIELD IN ART (GRADES K-12)

Total semester hours required	51
Two Dimensional Design 31-170	2
Introductory Drawing 31-115	3
Lettering 31-131	1
Three Dimensional Design 31-140	3
Drawing 31-116	1
History of Western Art 31-203	3
History of Western Art 31-204	3

Painting 31-230	2
Drawing 31-215	1
Sculpture 31-240	3
Drawing 31-217	1
Art in Elementary Education 31-320	2
Arts and Crafts in the Elementary School 31-322	2
Printmaking 31-360	2
Jewelry 31-350	3
Drawing 31-310	1
Ceramics 31-351 or Ceramics 31-349	3
Drawing 31-410	1
Aesthetic Criticism 31-403	2
Senior Art Exhibit or Project	0
Electives in Art—12 Hours (with 14 hours in one of the concentration areas)—see concentration areas	12
NOTE: 6 semester hours of general electives are part of this curriculum and can be taken in any subject matter area. Also, two courses in the Professional Education Block are required of all curriculum students in the comprehensive:	
The Teaching of Art 21-427	3
Art Materials and Procedures 21-480	2

**CURRICULUM FOR THE BACHELOR OF ARTS DEGREE WITH A FIELD OF
SPECIALIZATION IN ART FOR CLASSROOM TEACHING IN
GRADES 7 THROUGH 12**

Total semester hours required	33
Two Dimensional Design 31-170	2
Introductory Drawing 31-115	3
Three Dimensional Design 31-140	3
Drawing 31-116	1
History of Western Art 31-203	3
History of Western Art 31-204	3
Painting 31-230	2
Printmaking 31-360	2
Sculpture 31-240	3
Ceramics 31-351 or Ceramics 31-349	3
Aesthetic Criticism 31-403	2
Senior Art Exhibit or Project	0
Electives in Art—6 Hours (with 11 hours in one of the concentration areas)—see description of concentration areas	6
NOTE: Required of all 7 through 12 Art Curriculum Students:	
The Teaching of Art 21-427	3

CURRICULUM FOR A TEACHING FIELD IN ART GRADES 4 THROUGH 8

Total semester hours required	26
Introductory Drawing 31-115	3
Two Dimensional Design 31-170	2
Three Dimensional Design 31-140	3
Lettering 31-131	1
Painting 31-230	2
Printmaking 31-360	2
Crafts 31-352	3
Ceramics 31-351 or Ceramics 31-349	3
Sculpture 31-240	3
Art in Elementary Education 31-320	2
Arts and Crafts in the Elementary School 31-322	2

CONCENTRATION AREAS¹

Painting		hrs.	Art History		hrs.
*Introductory Drawing 31-115	3		*Intro Visual Arts 31-103	2	
*Painting 31-230	2		*Hist. Western Art 31-203, 31-204	6	
Advanced Painting 31-330	3		*Aesthetic Criticism 31-403	2	

Watercolors 31-331	3
Figure Painting 31-430	3
Research (Painting) 31-434	1-3

Design (Commercial Art)

	hrs.
Two Dimensional Design 31-170	2
*Three Dimensional Design 31-140	3
Advanced Design 31-370	3
Commercial Design 31-371	3
**Stage Design 31-246	3
Research (Design) 31-474	1-3

Printmaking

	hrs.
*Introductory Drawing 31-115	3
*Printmaking 31-360	2
Adv. Printmaking 31-361	3
Etching 31-362	3
Lithography 31-364	3
Serigraphy 31-363	3
Woodcut 31-460	3
Research (Printmaking) 31-464	1-3

Contemporary Art 31-303	3
American Art 31-304	3
Research (Art Hist). 31-404	1-3

Sculpture

	hrs.
*Three D Design	3
*Sculpture 31-240	3
Adv. Sculpture 31-340	3
Wood Sculpture 31-341	3
Stone Carving 31-342	3
Metals & Casting 31-440	3
Research (Sculp). 31-444	1-3

Crafts

	hrs.
*Three D Design 31-140	3
Ceramics 31-349	3
*Ceramics 31-351	3
*Jewelry 31-350	3
Adv. Ceramics 31-354	3
Adv. Jewelry 31-450	3
Crafts 31-352	3
Adv. Crafts 31-353	3
*Research (Crafts) 31-454	1-3

¹Electives are taken in one concentration area to meet program requirements.

*Basic art requirements of all K-12 and 7-12.

**Stagecraft and Scene Design 69-246 is offered through the Division of Languages and Literature.



CURRICULUM FOR THE A.A. DEGREE IN COMMERCIAL ART

The Associate of Arts Degree program in Commercial Art is designed to provide the graduate with the basic knowledge, skills and expertise essential for a commercial artist. This curriculum consists of not only courses in business, art and commercial art, but also "on the job" training and experience. After completion of the course of study, the student will be prepared to accept commercial artist positions in industrial concerns, printing firms, retail establishments and advertising agencies.

The course of study has been prepared to provide the student with an introduction to basic business practice and theory, the fundamentals of commercial design, layout and illustration and an experience-based introduction to commercial techniques and procedures. The following is a course outline of the program:

Total Hours required	64
Introduction to Commercial Design 31-171	3
Commercial Lettering 31-172	3
Introduction to Drawing 31-115	3
Two Dimensional Design 31-170	2
Introduction to Business 11-150	3
Written English 60-101	3
Layout Design 31-174	3
Graphic Techniques 31-271	3
Introduction to Visual Arts 31-103	2
Painting 31-230	2
Serigraphy 31-363	3
Layout Design 31-175	3
Graphic Techniques 31-272	3
Printmaking 31-360	2
Fundamentals of Speech 69-202	3
Introductory Accounting 11-201	3
Illustration 31-273	3
Field Experience in Commercial Art 31-274	5
History of Western Art 31-204	3
Electives in Art and Business from the following	9
Drawing 31-116, 215, 217	1
Three Dimensional Design 31-140	3
Jewelry 31-350	3
History Western Art 31-203	3
Advanced Painting 31-330	3
Watercolors 31-331	3
Introductory Accounting 11-202	3
Intermediate Accounting 11-329	3
Business Law 11-312	3
Management of Enterprise 11-251	3
Salesmanship 11-360	3
Advertising 11-370	3

CURRICULUM FOR THE A.A. DEGREE IN PHOTOGRAPHY

The program is a two-year curriculum designed to provide the graduate with the basic knowledge, skills and expertise essential for a photographer. This curriculum consists of not only courses in photography, but also "on the job" training and formal educational experience in allied fields such as journalism, business, art and the sciences. After completion of the course of study,

the student will be prepared to accept positions in commercial agencies and studios, industrial firms and newspapers. The student will also have the essential skills and knowledge to accept positions in medical and scientific photography as well as the possibility of free-lance work.

The course of study which has been developed in cooperation with the James Rumsey Vocational School will provide the student with not only the fundamentals of photography and apprenticeship experiences, but also the flexibility necessary to allow the student to pursue the dimensions of photography of particular individual interest.

FIRST YEAR

	First Sem.	Second Sem.
31-180 Fundamentals of Professional Photography	3	
31-181 Black & White Photography I	3	
31-170 Two Dimensional Design	2	2
83-310 Photographic Science		3
31-183 Commercial/Industrial Photography I		3
31-182 Black & White Photography II		3
31-184 Photojournalism		3
60-101 Written English	3	
60-102 Written English		3
Electives	6	3
	17	18

SECOND YEAR

31-283 Commercial/Industrial Photography II	3	
31-284 Color Photography	3	
31-285 Portrait Photography	3	
31-286 Experimental Photography		3
31-287 Practicum		6
Electives	9	3
	18	12

Electives will be selected to meet the needs of individual career objectives from the following areas: Business, Journalism, Science, Park Service, or Art. A minimum of 6 hours is required within one of the above areas.

MUSIC

The Music Department offers courses leading to the Bachelor of Arts degree with a major in Music Education. A minor in Music is available for non-teaching students.

Courses offered by the Music Department are open to all college students within the limits of specific course prerequisites. The general student interested in music as an avocation is encouraged to participate in band and choir or in other activities of the department.

SPECIAL REQUIREMENTS FOR MUSIC MAJORS

In addition to prescribed courses it is expected that all music majors will complete satisfactorily certain requirements, specific details of which may be obtained in the office of the department chairman.

1. **Ensemble Participation.** All music majors are required to participate in the appropriate ensemble (Band or Choir) for each and every semester of their college careers with or without credit.

Music minors also are expected to participate in as much ensemble work as circumstances will allow. A maximum of eight hours of

credit may be obtained through ensemble participation.

Qualified students are also encouraged to participate in off-campus performing groups such as the Potomac Symphony Orchestra (Hagerstown, Maryland).

2. **Sophomore Competency Examination.** All music majors are required to complete this examination toward the end of the sophomore year. The primary purpose of the examination is to determine, in selected areas of musical knowledge and performance, the level of competence of music education majors and their potential for achieving accepted levels of future musical growth.
3. **Senior Comprehensive Examination.** All music majors are required to pass a comprehensive examination in Music during the next to last semester of their undergraduate careers. The examination covers all of the music areas pursued.
4. **Aural Perception Requirement.** All music majors will be required to demonstrate competence in sight-singing and musical dictation prior to their admission to 32-304, 32-325, and 32-326.
5. **Accompaniment Proficiency.** Non-keyboard music majors are required to pass a proficiency level examination in accompaniment before they can be recommended by the Music Department for admittance to the Teacher Education Professional Block. Voice majors must pass this examination using the piano. Instrumental majors may use the piano, accordion, or one of the guitar-type instruments.
6. **Senior Music Activity.** All music majors are required to complete a Senior Music Activity during the final year. This activity may assume one of the following forms: Recital; Lecture-Recital; Project; or Recital-Project.
7. **Attendance at Musical Events.** Music majors are required to attend a specified number of college and community concerts, recitals and music programs in order to acquire a more comprehensive background in music literature than can be gained solely through class participation.

MENC STUDENT CHAPTER. Music students can affiliate with professional music educators and with music students from other colleges in the United States through membership in a student chapter of the Music Educators National Conference. This organization affords excellent opportunities for professional orientation and development during the college years.

SUPERVISED TEACHING IN MUSIC

Students making application for supervised teaching in the music field will be recommended subject to the approval of the music faculty and the teacher education committee. (See qualifications listed under Education, THE PROFESSIONAL BLOCK). The criteria for approval by the music faculty involves the following: (1) review of the student's general qualifications; (2) academic record, specifically in music a 2.5 average; (3) completion of all required music courses except private applied and ensemble credit; and (4) passing the appropriate level of piano proficiency. Students not recommended for supervised teaching may request a re-evaluation after not less than one semester or two summer sessions, during which time it is expected that specified deficiencies will have been eliminated.

CURRICULUM FOR THE BACHELOR OF ARTS DEGREE WITH A MAJOR IN MUSIC EDUCATION (COMPREHENSIVE PROGRAM, GRADES K-12)

Required hours: 59

Music Theory 32-101 3

Music Theory 32-102	3
Music Appreciation 32-112	2
Introduction to Conducting 32-126	1
Advanced Music Theory 32-201	3
Advanced Music Theory 32-202	3
Music Materials and Procedures 32-227	3
Arranging 32-303	3
Form and Analysis 32-304	3
Music History 32-311	3
Music History 32-312	3
Principles of Conducting 32-325	5
*Applied Music	20
Music Ensemble (Band, Choir, etc.)	4

*Includes Senior Music Activity requirement

NOTE: In addition, Education 21-426, the Teaching of Music and Ed. Media, three credit hours, is required as part of the Professional Education Block.

CURRICULUM FOR THE NON-TEACHING MINOR IN MUSIC

Required hours: 27

Music Theory 32-101	3
Music Theory 32-102	3
Music Appreciation 32-112	2
Advanced Music Theory 32-201	3
Music History 32-311, 32-312	6
Applied Music	6
Music electives (any area)	4



APPLIED MUSIC

Music Education majors are required to take a minimum of twenty credit hours of applied music during their college careers. The following requirements pertain to the specific major performing area:

	Applied Instrumental	Applied Voice	Applied Keyboard
Instrumental students	18 hours	2 hours	0 hours
Voice students	8 hours	10 hours	2 hours
Keyboard students	8 hours	2 hours	10 hours

NOTE: Instrumental students are required to take 10 hours and Vocal and Keyboard students 6 hours of Instrumental Group Applied Courses, as a part of the Applied Instrument commitment.

PRIVATE APPLIED MUSIC

Private applied lessons are available to all college students by consent of the appropriate professor, and may be taken for one or two hours of credit per semester. One credit hour is based on one half-hour lesson plus a minimum of three hours of practice per week. Two credit hours are based on two half-hour lessons plus a minimum of six hours of practice per week. The same course number can be applied any number of times for credit. Students are rated according to six performance levels spelled out for each applied area in the office of the department chairman.

Music majors must take private applied lessons on their major instrument (with or without credit) every semester of their college careers, regardless of other applied considerations.

Music majors must perform at level four or better on their major instrument prior to graduation before they can be considered as having successfully met music curriculum requirements.



The Shepherd College Jazz Ensemble is one of fourteen performing musical groups.

DIVISION OF EDUCATION

PHILOSOPHY AND OBJECTIVES OF THE TEACHER EDUCATION PROGRAM

GENERAL OBJECTIVES

1. To provide for the professional preparation of competent beginning teachers for the public schools at the elementary and secondary levels.
2. To inculcate in students the dedication and skills necessary for educational leadership in the school and community.
3. To develop an understanding of the historical and philosophical traditions underlying the American school system.
4. To develop the sensitivity and knowledge necessary to cope with problems of human growth and development.
5. To teach tenable theories relevant to the nature, functioning and assessment of intellectual activity and its motivation in strategies of the teaching learning scheme.
6. To provide public school teachers with opportunities for continuing professional growth through their association with the teacher education program.
7. To provide a sound preparation for graduate work in education.
8. To provide a climate in which students can develop their potential toward becoming master teachers.

PROFESSIONAL COMPETENCIES

- A. The student will demonstrate personal qualities and communicative and professional skills critical to successful teaching.
- B. The student will demonstrate proficiency and knowledge in the areas of human and interpersonal relationships.
- C. The student will demonstrate proficiency in classroom management skills.
- D. The student will demonstrate knowledge of the structure of public education and an ability to function within its limitations.
- E. The student will demonstrate a proficiency in planning for instructional strategy.
- F. The student will demonstrate proficiency in classroom instruction.
- G. The student will demonstrate proficiency in classroom evaluation.



SELECTION OF CANDIDATES FOR TEACHER EDUCATION

A student desiring to pursue the teacher education program should indicate this intention at the time of his matriculation and should plan an academic program which will satisfy the requirements of either the Bachelor of Arts in Secondary Education or the Bachelor of Arts in Elementary Education. The student's advisor or members of the faculty of the Division of Education are available to assist in such planning.

Application for status as a teacher candidate will be made to the Teacher Education Committee while the student is enrolled in Education 21-200. At that time the Committee will appraise the student's record and approve as teacher candidates those students who have: 1) a 2.00 average in all courses taken. 2) "C" or better grades in English 60-101, 60-102, and Speech 69-202, 3) demonstrated promising scholarship in their field(s) of specialization, 4) exhibited interest in professional activities, and 5) no personality traits which would militate against their becoming an effective teacher.

A student whose record reveals some remediable deficiency may be granted provisional status as a teacher candidate until such deficiency is removed. Students denied admission will be informed of reason(s) for rejection and may appeal to the Teacher Education Committee.

A transfer student desiring to enter the teacher education program should make application immediately after registration. All entrance requirements must be met before final approval will be granted.

Upon being admitted to the program, each student is assigned an advisor. Personnel in the Division of Education function as advisors for all elementary education majors while secondary education majors have advisors in the divisions related to their field of specialization.

Records for each teacher candidate are kept in the Office of the Chairman of the Division of Education for purposes of advisement and to provide information for placement and employment.

In addition to the General Studies program the student will complete the following courses for the **BA degree in Elementary Education**:

Backgrounds of Literature 61-202	3
Principles of World Geography 74-101	3
History of the U.S. 71-201, 71-202	6
Life Science for Elementary Teachers 81-100	4
Chemistry for Elementary Teachers 82-100	4
Mathematics for Elementary Teachers 85-300	3
Music as an Art and Science 32-101	2
Music Materials and Procedures 32-226	3
Art in Elementary Education 31-320	2
Arts and Crafts in the Elementary School 31-322	2
Elementary School Physical Education 41-110	3
School Health Problems 41-360*	3
Foundations of American Education 21-200	3
Human Development 21-303	3
Methods & Field Experience in Science & Math 21-316	2
Methods & Field Experience in Social Science 21-317	2
General Elementary Methods 21-402	3
Methods & Field Experience in Language Arts 21-412	2
Directed Teaching 21-450-453	6
Basic Components of Reading Instruction 21-442	3
Remedial Reading 21-445	3

In addition to the General Studies program and the teaching field(s) the student must complete the following Professional Education Courses for the

3A degree in Secondary Education:

Foundations of American Education 21-200	3
Adolescent Development 21-301	3
Educational Psychology 21-302	3
Principles and Practices of Secondary Education 21-404	4
Special Methods (in major field only)	3
Directed Teaching 21-445, 21-456	6

41-103 Personal and Community Health is a pre-requisite.



Elementary Education students work with young children in the College's Nursery School.

THE PROFESSIONAL BLOCK

The professional block is a semester of professional education courses taken during the teacher candidate's senior year. *No other courses or extracurricular activities may be scheduled if they would interfere with the pursuit of course work of the block.* Exceptions to this policy require permission from the Chairman of the Division of Education and the chairman of the division in which the course or activity is scheduled.

Effective August 1972 any Shepherd College student in secondary education must satisfactorily complete a minimum of eight (8) semester hours of work in his first teaching field and six (6) semester hours of work in his second teaching field at Shepherd College before he can be considered for admission to the professional block.

Permission to enroll in the professional block is granted by the Committee to those teacher candidates who possess unqualified status in the program and who have: (1) an average of 2.00 or above in all courses, (2) an average of *2.30 or above in their elementary education**specialization and an average of 2.50 or above in their secondary education teaching field(s) (this includes all courses attempted in the area), (3) an average of 2.00 or above in all professional education courses, (4) a minimum grade of "C" in English 60-101, 60-102, and Speech 69-202, (5) a minimum of 90 hours of course work. Satisfactory completion of Education 21-200, 21-301, and 21-302 is prerequisite for admission to the block for secondary education majors. Admission to the

block for elementary majors requires satisfactory completion of 21-200, 21-303 and a minimum of two Field Experience classes. No student will be permitted to complete a program in teacher education who has not completed Directed Teaching or obtained a recommendation from the Director of Teacher Education that Directed Teaching can be waived through the substitution of an approved practicum. Such practicums can only be approved for those students who have taught a minimum of three years and who are willing to substitute work in either Problems of Elementary Education or Problems of Secondary Education for the actual Directed Teaching.

*The requirements for areas of specialization are effective with students entering under the 1973 catalog.

**A listing of courses composing the elementary education specialization is available to each student from his advisor or from the Division of Education office.

Courses offered in the professional block include:

Elementary		Secondary	
Required		Required	
21-402	3	21-404	4
21-445	3	21-455 or 21-456	6
21-450 or 21-451			
and/or 21-452,21-453	6		

TEACHING FIELDS

Shepherd College offers programs of study which prepare students to teach in high schools, middle schools, elementary schools and in kindergartens and nursery schools.

Students aspiring to teach in high schools may choose one of two types of programs leading to a teaching specialization.

- (1) They may elect to specialize in one teaching field. The College offers the following comprehensive teaching fields:

Art K-12	Home Economics 7-12
Business Education 7-12	Social Studies 7-12
Music K-12	

- (2) They may elect to specialize in two teaching fields. For specific requirements students should contact the appropriate division as certain fields cannot be combined. The College offers the following non-comprehensive teaching fields:

Art 7-12	Mathematics 7-9
Biology 7-12	Mathematics 7-12
Business Principles 7-12	Physical Education K-12
Chemistry 7-12	Physical Education 7-12
English 7-12	Safety Education 7-12
General Science 7-12	Secretarial Studies 7-12
Health Education K-12	School Library Media K-12
Language Arts 7-9	Social Studies 7-12

Students who elect elementary education as a major will be certified in grades 1-6 following graduation.

Students aspiring to teach in middle schools may elect one of the fields listed below as an area of specialization. These fields are designed for those students who wish to add an endorsement to their elementary education certificate with a specialization at the 4-8 grade levels. The fields:

Art	Mathematics
General Science	Physical Education
Language Arts	Social Studies

Students aspiring to teach in pre-school programs of the kindergarten will pursue the elementary education program and may add EARLY EDUCATION as their endorsement to their certificate to qualify for grades N-K.

THE COOPERATIVE TRAINING PROGRAM

A program for the preparation of teachers of the deaf and blind is jointly sponsored by Shepherd College and the West Virginia Schools for the Deaf and the Blind, Jack Brady, Supt.

Faculty Teaching Courses in the Education of the Deaf:

Mr. Dan Haught, Mr. Robert Linzey and Mrs. Annette Thompson

Faculty Teaching Courses in the Education of the Blind:

Mr. Charles Boyer, Mr. Seldon Brannon and Mr. Max Carpenter.

Recognizing the need for teachers of the deaf and the blind child, the West Virginia Board of Regents, the West Virginia State Board of Education, Shepherd College, and the West Virginia Schools for the Deaf and Blind have undertaken a cooperative program designed to prepare teachers in these two areas of special education.

Students desiring to enter the program must fulfill all requirements of the regular teacher education program leading to the Professional Block. One semester of instruction in methods and supervised teaching on the campus of the West Virginia Schools for the Deaf and Blind at Romney is substituted for the regular Professional Block. It should be noted that completion of this program will enable a student to graduate, but will not meet regular teacher certification standards for the public schools.

Any student desiring further information concerning the program or wishing to apply should contact the Chairman of the Division of Education.

THE EARLY EDUCATION PROGRAM

Students aspiring to teach in pre-school programs, i.e., kindergarten, must fulfill all requirements for the Bachelor of Arts in Elementary Education with an endorsement in Early Education. This consists of:

25-304 Child Development	3 hrs.
21-308 Foundations of Early Education	3 hrs.
21-400 Instructional Strategies in Early Education	3 hrs.
21-401 Clinical Experience in Early Education	3 hrs.
69-330 Speech Correction	3 hrs.

Students successfully completing this program will be eligible for the Provisional Professional Certificate validated for grades N-K through 6.

PSYCHOLOGY

The requirements of the minor are designed to provide a broad base of knowledge for future study in this area.

CURRICULUM FOR A MINOR IN PSYCHOLOGY

Required courses: 21 hrs.

General Psychology 22-103, 22-104	6
Child Development 25-304	3
Adolescent Development 21-301	3
Social Psychology 22-205	3
Abnormal Psychology 22-360	3
Psychology of Personality 22-310	3

Electives: 3 hrs.

Tests & Measurements 21-415	3
Education Psychology 21-302	3
Psychology of Mental Health 22-302	3

HOME ECONOMICS

Students are offered the opportunity to:

MAJOR IN GENERAL HOME ECONOMICS

A student majoring in general home economics is helped to recognize that continual evaluation of family and individual goals, values, and philosophies should occur relative to the socio-economic changes in society. The general home economics major will be able to select a minor field of study which greatly enhances the student's career possibilities. Upon satisfactory completion of the general home economics curriculum, a student is awarded a Bachelor of Science Degree.

CURRICULUM FOR A MAJOR IN GENERAL HOME ECONOMICS

Total hours required	43
25-101 Textiles	3
25-102 Clothing	3
25-201 Food for the Family	3
25-202 Food & Meal Management	3
25-300 Marriage Relations	3
73-303 The Family (Sociology)	3
25-301 Advanced Clothing	3
25-304 Child Development	3
25-305 Home Equipment	2
25-306 Home Furnishings	3
25-307 Home Management	2
25-308 Housing	3
25-318 Nutrition	3
25-403 Consumer Economics	3
25-405 Home Management Residence	3

TEACHING FIELD IN HOME ECONOMICS—SECONDARY.*

The home economics education student is provided with experiences to increase knowledge and skill in preparation for teaching home economics in public schools grades 7-12. Home economics education students will not pursue a second field of study; however, the students have an opportunity to select several elective courses. Upon satisfactory completion of curriculum requirements, the home economics education student is awarded a Bachelor of Arts Degree in Secondary Education.

CURRICULUM FOR A TEACHING FIELD IN HOME ECONOMICS—SECONDARY GRADES 7-12

Total hours required	55
25-101 Textiles	3
25-102 Clothing	3
25-201 Food for the Family	3
25-202 Food & Meal Management	3
25-300 Marriage Relations	3
73-303 The Family (Sociology)	3
25-301 Advanced Clothing	3
25-304 Child Development	3
25-305 Home Equipment	2
25-306 Home Furnishings	3
25-307 Home Management	2
25-308 Housing	3

25-318 Nutrition	3
25-403 Consumer Economics	3
25-405 Home Management Residence	3
21-428 Methods of Teaching Home Economics at the Secondary Level	4
21-429 Teaching Home Economics at the Adult Level	2
*Electives with consent of advisor	6

*Home Economics education students—Six hours of electives must be chosen from the following areas: history, psychology, sociology, science, English, mathematics or foreign language.

HOME ECONOMICS MINOR

Total hours required	24
25-101 Textiles	3
25-102 Clothing	3
25-201 Food and Nutrition for the Family	3
25-300 Marriage Relations	3
25-304 Child Development	3
25-306 Home Furnishings or Housing 25-308	3
25-318 Nutrition	3
25-403 Consumer Economics	3
Total	24

All Shepherd College students may elect courses in home economics for personal enrichment and as a supplement to other vocations.



Home Economics majors learn the fundamentals of clothing construction.

CHEMISTRY COURSE REQUIREMENT

A student is required to take the courses listed in the catalog under "General Studies" except that Elementary Chemistry 82-103 and 82-104 will be substituted for the science requirement.

ONE YEAR CERTIFICATE HOSTESS AND HOSPITALITY PLANNER

This one-year certificate program is designed to prepare students for jobs in businesses needing hostesses and hospitality planners.

60-101	Written English	3 hours
60-102	Written English	3 hours
11-150	Introduction to Business	3 hours
25-201	Food for the Family	3 hours
25-202	Food and Meal Management	3 hours
25-318	Nutrition	3 hours
26-207	Survey of Food Services	3 hours
26-303	Lodging Management	3 hours
25-102	Clothing	3 hours
26-490	Service Industry Externship	3 hours
26-492	Service Industry Externship	3 hours

Total 33 hours

FASHION MERCHANDISING

The Certificate and Associate Degree programs in Fashion Merchandising develop an understanding of the principles, procedures, and business enterprises involved in the production, distribution, and consumption of fashion apparel.

ONE YEAR CERTIFICATE

60-101	Written English	3 hours
11-150	Introduction To Business	3 hours
25-101	Textiles	3 hours
25-102	Clothing	3 hours
25-301	Advanced Clothing	3 hours
11-201 and 202	Introductory Accounting	6 hours
11-300	Retailing	3 hours
11-370	Advertising	3 hours
12-205	Principles of Economics	3 hours
11-360	Salesmanship	3 hours
25-450	Service Industry Externship	3 hours
Total		36 hours

TWO YEAR ASSOCIATE IN SCIENCE DEGREE

60-101 and 102	Written English	6 hours
11-150	Introduction to Business	3 hours
25-101	Textiles	3 hours
25-102	Clothing	3 hours
11-201 and 202	Introductory Accounting	6 hours
11-340	Marketing	3 hours
12-205	Principles of Economics	3 hours
12-206	Economic Problems	3 hours
25-301	Advanced Clothing	3 hours
25-210	Demonstration Techniques	2 hours
25-302 or 25-306	Tailoring or Home Furnishings	3 hours
25-403	Consumer Economics	3 hours
11-345	Written Communications in Business	3 hours
11-350	Retailing	3 hours
11-370	Advertising	3 hours
11-360	Salesmanship	3 hours
25-450	Service Industry Externship	3 hours
	Electives	6 hours
Total		62 hours

DIVISION OF HEALTH, PHYSICAL EDUCATION, RECREATION AND SAFETY

The Division seeks (1) to improve the quality of living by providing opportunities for students to acquire scientific knowledge, favorable attitudes, desirable habits of personal and community health, and safety, (2) to prepare teachers of health education, physical education, safety education, and coaches of sports activities for the elementary and secondary schools, (3) to prepare elementary school teachers to assume their responsibilities for the health education and physical education of their pupils, (4) to prepare students to do graduate work in health education, physical education, safety education, and recreation, (5) to prepare men and women for leadership in recreation, (6) to provide opportunities for students and faculty to participate in a variety of recreational activities, (7) to prepare students to enter the fields of corrective and physical therapy, and (8) to prepare first aid and water safety instructors under the auspices of the American Red Cross.

SPECIAL REQUIREMENTS FOR A TEACHING FIELD IN HEALTH AND PHYSICAL EDUCATION

In addition to the academic courses, physical education and recreation majors are required to complete the following:

1. Participate in professional growth experiences with school age youth. Complete six of the following experiences. Experiences not to be repeated. A minimum of one for each year prior to senior year.

- a. Observation for one semester in each area of specialization.
- b. Participation in intramurals as a player.
- c. Participation in intercollegiate athletics.
- d. Participation in organization and/or administration of intramurals.
- e. Participation in organization and/or administration of inter-collegiate athletics.
- f. Participation in workshop clinic in activities related to each specialization.
- g. Participation in organization and/or administration of workshop clinic in activities related to specialization.
- h. Hold active membership and participate in majority of meetings in professional organization (SAHPER).
 - i. Participate in a State, District, or National professional meeting.
 - j. Participate in club activities sponsored by the Physical Education Division.
- k. Certification as a sports official by the state certifying agency.
 - l. Teach an ARC First Aid Course of instruction.
 - m. Teach a water safety course of instruction.

2. During the sophomore or junior year, serve as a student assistant for one semester in the Physical Education Division.



CURRICULUM FOR PHYSICAL EDUCATION K-12*

Total Hours required—41

Theory	26
Foundations of Health and Physical Education 41-104	3
Personal and Community Health 41-103	3
Applied Anatomy and Exercise Physiology 41-324	4
Kinesiology 41-405	3
Tests and Measurements in Health Education and Physical Education 41-410	2
Administration of Health and Physical Education 41-406	3
Adapted Physical Education 41-401	2
Care and Prevention of Athletic Injuries 41-304 or First Aid 41-353	2
Administration of Intramurals 41-225 or Theory and Psychology of Coaching 41-343	2
Officiating (Theory and Practice)	2
Football Officiating 41-251	1
Basketball Officiating 41-252	1
Field Hockey and Volleyball Officiating 41-260	1
Basketball and Softball Officiating 41-261	1
Movement Experiences	15
Team Sports	4
Basketball-Football 41-215	2
Baseball-Wrestling 41-218	2
Track and Field-Volleyball 41-229	2
Soccer-Lacrosse-Softball 41-223	2
Field Hockey-Basketball 41-224	2
Individual and Dual Sports	2
Archery-Bowling 41-226	2
Tennis-Badminton 41-227	2
Golf-Angling 41-241	2
Handball-Physical Conditioning-Paddle Tennis 41-242	2
Movement-Rhythms 41-243	2
Games and Aquatics 41-246	2
Tumbling and Gymnastics 41-247	2
Elementary School Physical Education Activities 41-110	3

NOTE: Students preparing for certification for grades K through 12 must complete 21-431, Special Methods of Teaching Physical Education and Health Education in the Elementary and Secondary schools and must do student teaching at both the elementary and secondary levels.

NOTE: Science Requirement is in addition to the General Studies Program.

CURRICULUM FOR PHYSICAL EDUCATION GRADES 7-12

Total Hours Required—38

Theory	26
Foundations of Health and Physical Education 41-104	3
Personal and Community Health 41-103	3
Applied Anatomy and Physiology 41-324	4
Kinesiology 41-405	3
Tests and Measurements in Health Education and Physical Education 41-410	2
Administration of Health and Physical Education 41-406	3
Adapted Physical Education 41-401	2
Care and Prevention of Athletic Injuries 41-304 or First Aid 41-353	2
Theory and Psychology of Coaching 41-343 or Administration of Intramurals 41-225	2
Officiating (Theory and Practice)	2
Football Officiating 41-251	1
Basketball Officiating 41-252	1
Field Hockey-Volleyball Officiating 41-260	1

Basketball-Softball Officiating 41-261	1
Movement Experiences	12
Team Sports	4
Basketball-Football 41-215	2
Baseball-Wrestling 41-218	2
Track and Field and Volleyball 41-229	2
Soccer-Softball-Lacrosse 41-223	2
Field Hockey and Basketball 41-224	2
Individual and Dual Sports	2
Archery-Bowling 41-226	2
Tennis-Badminton 41-227	2
Golf-Angling 41-241	2
Handball-Physical Conditioning-Paddle Tennis 41-242	2
Movement-Rhythms 41-243	2
Games-Aquatics 41-246	2
Tumbling and Gymnastics 41-247	2

CURRICULUM FOR PHYSICAL EDUCATION GRADES 4-8

Total Hours Required—24

Foundations of Health and Physical Education 41-104	3
Personal and Community Health 41-103	3
Elementary School Physical Education Activities 41-110	3
Tumbling and Gymnastics 41-247	2
Movement-Rhythms 41-243	2
Team Sports	2
Basketball-Football 41-215	2
Baseball-Wrestling 41-218	2
Track and Field-Volleyball 41-229	2
Soccer-Lacrosse-Softball 41-223	2
Field Hockey-Basketball 41-224	2
Individual and Dual Sports	2
Archery-Bowling 41-226	2
Tennis-Badminton 41-227	2
Golf-Angling 41-241	2
Handball-Physical Conditioning-Paddle Tennis 41-242	2
First Aid 41-353	2
Adapted Physical Education 41-401	2
School Health Problems 41-360	3

CURRICULUM FOR HEALTH EDUCATION GRADES K-12

Total Hours Required—24

Applied Anatomy and Physiology 41-324	4
Personal and Community Health 41-103	3
School Health Problems 41-360	3
Current Trends in Health and Safety Education 41-409	3
Administration of Health and Physical Education 41-406	3
First Aid 41-353*	2
Safety Education 41-216	3
Nutrition 25-318 or Marriage Relations 25-300	3

*Care and Prevention of Athletic Injuries 41-304 and First Aid 41-353 to be taken by Physical Education majors to satisfy Health Education requirements.

Students selecting specializations in both Physical Education and Health Education must complete six hours of Health Education and related courses from the following, with the approval of the advisor; however, courses taken above may not be repeated.

Nutrition 25-318 or Marriage Relations 25-300	3
Foundations of Health and Physical Education 41-104	3
Mental Hygiene for Teachers 22-322	3
First Aid 41-354	1
Psychology of Mental Health 22-302	3

Anatomy and Physiology 81-225	3
Anatomy and Physiology 81-226	3

NOTE: Students preparing for certification for grades K through 12 must complete 21-431 Special Methods of Teaching Physical Education and Health Education in the Elementary and Secondary schools and must do students teaching at both the elementary and secondary levels.

NOTE: Science requirement is in addition to the General Studies Program.

CURRICULUM FOR SAFETY EDUCATION 7-12

Total Hours Required—17	3
Safety Education 41-216	2
School and Highway Transportation 41-217	2
ELECT 2 HOURS FROM COURSES LISTED BELOW	2
Care and Prevention of Athletic Injuries 41-304	2
First Aid 41-353	2
First Aid 41-354	1
Disaster Preparedness and Emergency Systems 41-361	2
Introduction to Driver and Traffic Safety Education 41-318	3
Laboratory Programs in Drivers Education 41-319	4
Current Trends in Health and Safety Education 41-409	3
SUGGESTED ELECTIVES	
General Psychology 22-103	3
Industrial Safety 11-320	3
Occupational Safety and Health Act (OSHA) 88-312	3
Motorcycle Safety 41-219	2



CURRICULUM FOR MAJOR IN RECREATION

The Recreation Specialist Curriculum gives the student a solid basis for a number of various recreation positions. The required field experiences permits a specialization in Recreation Therapy, City and County Recreation, Y.M.C.A., and Scouting. The curriculum blends theory and practice to develop well prepared personnel for a career in Recreation.

Total Number of Hours Required—67-69

RECREATION COURSES 18-20

Introduction to Recreation 41-140	3
Recreation Leadership 41-345	3
Community Recreation 41-314	2
Camp Counseling 41-332	2
Outdoor Education 41-370	2
*Field Experiences in Recreation and Seminar 41-240 (sophomore yr.)	2
Field Experiences in Recreation and Seminar 41-450	4-6

COURSES RELATED TO RECREATION-HEALTH, PHYSICAL EDUCATION AND SAFETY 12

Administration of Health and Physical Education 41-406	3
Personal & Community Health 41-103	3
First Aid 41-353	2
Swimmer 41-300	1
Advanced Life Saving 41-301	1
Administration of Intramurals 41-225	2

COURSES IN AREA OF RECREATION ACTIVITIES 10

(select 8 hrs. from following and 2 hrs. team sports)	
Games and Aquatics 41-246	2
Tennis-Badminton 41-227	2
Tumbling and Gymnastics 41-247	2
Movement-Rhythms 41-243	2
Golf-Angling 41-241	2
Archery-Bowling 41-226	2
Team Sports (Required)	2

SCIENCES* 9

**Photography 83-310	3
Environmental Conservation 84-304 or General Ecology 81-240	4
Plant Taxonomy I 81-324	2
Plant Taxonomy II 81-325	1
Vertebrate Natural History 81-312	4
Astronomy 84-105	3

**Required

*Science in General Studies Program cannot be used for this requirement.

JOURNALISM 3

News Writing 62-204 or Introduction to Journalism 62-101	3
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PSYCHOLOGY 3

General Psychology 22-103	3
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CREATIVE ARTS 3

Crafts 31-352	3
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BUSINESS ADMINISTRATION 3

Introduction to Business 11-150	3
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EDUCATION	3
Audio-Visual Aids 21-305	3
DRAMATIC ACTIVITIES	3
Elements of Dramatic Production 69-204	3
ELECTIVES	14 hrs.

SECOND TEACHING FIELD

Students who elect physical education K-12 or 7-12, health education K-12, or safety education 7-12 as a teaching field must choose a second teaching field. Course requirements for these fields will be found elsewhere in the catalog.

CORRECTIVE THERAPY

Students taking a teaching field in physical education may also make application through the division chairman for Physical Education 41-408 Field Work in Corrective Therapy at the Veterans Administration Center, Martinsburg, West Virginia.



DIVISION OF LANGUAGES AND LITERATURE

The Division of Languages and Literature offers a diverse number of programs which seek to enable college students to teach on the secondary or elementary level, to enter graduate school, or to pursue a professional career. Minor fields of study are available. Courses are offered in disciplines which do not lead to a degree, but whose purpose is to provide greater depth of knowledge. In addition to providing opportunities for learning practical language skills, the Division seeks to prepare students to live in the complex modern world by introducing them to perspectives offered by the humanities. Through these perspectives, sociological and personal barriers may be broken down, and the possibilities as well as the paradoxes of life, may be better understood.

EACH DEPARTMENT HAS SPECIFIC OBJECTIVES:

ENGLISH

1. To encourage students to think critically and to communicate their thoughts effectively by teaching them the skills necessary to use the English language correctly on all occasions.
2. To contribute to a student's education in the humanities by exposing him to some of the world's best literature.
3. To prepare students capable of teaching English on the elementary or secondary level.
4. To provide students, particularly English majors, with a broad background in languages and literature which will enable them to pursue graduate study.
5. To give students a knowledge of the basic tools of the English field which will enable them to pursue any vocation with more ease and understanding.

JOURNALISM

1. To prepare students to teach courses in journalism on the secondary level.
2. To train students to edit school papers, do publicity, or accept other journalistic responsibilities.
3. To give students a background in journalism sufficient to pursue graduate study in the field with the intent of teaching journalism or of entering a professional career in journalism.
4. To provide practical guidance in understanding and producing the materials of mass communication media as they exist in today's world.

LIBRARY SCIENCE

1. To develop a competency-based media resource program for undergraduates.
2. To provide beginning teachers with sufficient skills in the use of media resource centers to enable them to serve as instructional leaders.
3. To educate the school library media specialist to function in instructional media centers in elementary through secondary schools.
4. To inculcate a foundation for graduate study in the field of librarianship.

MODERN LANGUAGES

1. To introduce students to the language, literature, and culture of France and Germany.

2. To train students to teach French on the junior or secondary level.
3. To give students an adequate background in French or German sufficient to pursue graduate study, or to pursue a professional career where a knowledge of modern languages is necessary.
4. To encourage students who study French or German to spend a summer or a year abroad.
5. To impress on students, and professors in all divisions, the values attached to a knowledge of modern languages in such areas as grammar, pronunciation, literature, and history.

SPEECH, DRAMA, RADIO BROADCASTING

1. To provide an opportunity for students to develop an understanding and an appreciation of speech, drama, and radio broadcasting as part of a general education.
2. To prepare students to teach speech and drama on the secondary, junior, or elementary level.
3. To provide students with a background which will enable them to pursue graduate study, or to pursue a professional career.
4. To give interested students additional practical experience in drama, forensics, and radio broadcasting through extra curricular activities on campus and off campus.
5. To instill in the student body a realization that the activities of the department are cultural and entertaining.

ENGLISH

CURRICULUM FOR A TEACHING FIELD IN ENGLISH GRADES 7 THROUGH 12

Total hours required for a teaching field 42

Required courses:

Modern Grammar 60-331	3
Advanced Composition 60-332	3
History of the English Language 60-405	3
*Survey of English Literature 61-210 or 61-211	3
Shakespeare 61-303	3
Adolescent Literature 61-307	3
American Literature 61-310	3
Voice and Diction 69-200	3
Oral Interpretation of Literature 69-323	3
Basic Components of Reading Instruction 21-442	3

Electives

ONE course from each of the following groups:

Major writers:

Chaucer 61-430	3
Milton 61-435	3

Literature of other countries:

Mythology 61-300	3
Early Dramatic Literature 61-304	3
Modern Dramatic Literature 61-305	3
Bible as Literature 61-308	3
World Literature 61-313	3
World Literature 61-314	3
Great Books 61-416	3
Great Books 61-417	3

Courses dealing with a genre:

Short Story 61-301	3
Poetry 61-309	3
English Novel 61-315	3
American Fiction 61-360	3
American Poetry 61-361	3
Literary Criticism 61-436	3

Courses dealing with a literary period:

Contemporary American Literature 61-302	3
Literature of the English Renaissance 61-306	3
Victorian Literature 61-316	3
Romantic Literature 61-317	3
Eighteenth Century English Literature 61-321	3
The Modern Novel 61-420	3

Seminars: May be substituted for a course in any appropriate grouping listed above:

Seminar in Literature 61-405	3
Seminar in Literature 61-406	3
Seminar in Literature 61-407	3

*The English major will take both courses, 61-210 and 61-211, one of which is a General Studies Requirement.

With the consent of the Chairman of the Division and the student's advisor, a student may substitute one course in theatre, speech or journalism for one English elective.

At the beginning of his senior year, the teacher candidate, as a prerequisite to enrollment in the Professional Block, must indicate participation in at least two laboratory activities: theater, forensics, radio, tutoring, or Seminar in Grammar. Approval is based upon written statements by the instructor(s) supervising such activities. The statements are then submitted to the student's advisor for verification and then forwarded to the Division Chairman.

All prospective English teachers will take Education 21-421, The Teaching of English, as part of the teaching block.



CURRICULUM FOR A TEACHING FIELD IN LANGUAGE ARTS GRADES 7 THROUGH 9

Total hours required for a teaching field	30
Required courses:	
Modern Grammar 60-331	3
Advanced Composition 60-332	3
*Survey of English Literature 61-210 or 61-211	3
Adolescent Literature 61-307	3
American Literature 61-310	3
Voice and Diction 69-200 or	
Oral Interpretation of Literature 69-323	3
Basic Components of Reading Instruction 21-442	3
Electives:	
ONE course from each of the following groups:	
Major writers:	
Shakespeare 61-303	3
Chaucer 61-430	3
Milton 61-435	3
Literature of other countries:	
Mythology 61-300	3
Early Dramatic Literature 61-304	3
Modern Dramatic Literature 61-305	3
World Literature 61-313	3
Great Books 61-416 or 61-417	3
Literary periods or a genre:	
Short Story 61-301	3
Contemporary American Literature 61-302	3
Literature of the English Renaissance 61-306	3
Poetry 61-309	3
The English Novel 61-315	3
Victorian Literature 61-316	3



Romantic Literature 61-317	3
Eighteenth Century English Literature 61-321	3
American Fiction 61-360	3
American Poetry 61-361	3
The Modern Novel 61-420	3
Elizabethan Drama 61-425	3
Literary Criticism 61-436	3
Seminars: May be substituted for a course in any appropriate groupings listed above:	
Seminar in Literature 61-405	3
Seminar in Literature 61-406	3
Seminar in Literature 61-407	3

*The English major will take both courses, 61-210 and 61-211, one of which is a General Studies Requirement.

With the consent of the Chairman of the Division and the student's advisor, a student may substitute one course in theatre, speech or journalism for one English elective.

At the beginning of his senior year, the teacher candidate, as a prerequisite to enrollment in the Professional Block, must indicate participation in at least two laboratory activities: theater, forensics, radio, tutoring, or Seminar in Grammar. Approval is based upon written statements by the instructor(s) supervising such activities. The statements are then submitted to the student's advisor for verification and then forwarded to the Division Chairman.

All prospective English teachers will take Education 21-421, The Teaching of English, as part of the teaching block.

CURRICULUM FOR A TEACHING FIELD IN LANGUAGE ARTS GRADES 4 THROUGH 8

Total hours required for a teaching field 22*

Required courses:

Basic Components of Reading Instruction 21-442	3
Remedial Reading 21-443	3
Modern Grammar 60-331 or Advanced Composition 60-332	3
Seminar in Grammar 60-439 or Seminar in Grammar 60-440	1
Survey of American Literature 61-204	3
Short Story 61-301	3
Voice and Diction 69-200	3
Elements of Dramatic Production 69-204	3

*This includes 61-204 which is a general studies requirement.

All prospective English teachers will take Education 21-421, The Teaching of English, as part of the teaching block.

CURRICULUM FOR A MAJOR IN ENGLISH

Total hours required for an English major 30

Required Courses:

Modern Grammar 60-331	3
Advanced Composition 60-332	3
History of the English Language 60-405	3
*Survey of English Literature 61-210 or 61-211	3
Shakespeare 61-303	3
American Literature 61-310	3

Electives

ONE course from each of the following groups:

Major writers:

Chaucer 61-430	3
Milton 61-435	3

Literature of other countries:

Mythology 61-300	3
Early Dramatic Literature 61-304	3
Modern Dramatic Literature 61-305	3
Bible as Literature 61-308	3
World Literature 61-313	3
World Literature 61-314	3
Great Books 61-416	3
Great Books 61-417	3

Courses dealing with a genre:

Short Story 61-301	3
Poetry 61-309	3
English Novel 61-315	3
American Fiction 61-360	3
American Poetry 61-361	3
Literary Criticism 61-436	3

Courses dealing with a literary period:

Contemporary American Literature 61-302	3
Literature of the English Renaissance 61-306	3
Victorian Literature 61-316	3
Romantic Literature 61-317	3
Eighteenth Century English Literature 61-321	3
The Modern Novel 61-420	3

Seminars: May be substituted for a course in any appropriate grouping listed above:

Seminar in Literature 61-405	3
Seminar in Literature 61-406	3
Seminar in Literature 61-407	3

*The English major will take both courses, 61-210 and 61-211, one of which is a General Studies requirement.

CURRICULUM FOR A MINOR IN ENGLISH

Total hours required for an English minor	27*
Required, 12 hours:	
Shakespeare 61-303	3
Electives from composition and literature courses numbered 300 or above	9

*This includes 15 hours of General Studies requirements in the field of Languages and Literature as listed under the Program of General Studies.

JOURNALISM

CURRICULUM FOR A MINOR IN JOURNALISM

The curriculum for a minor in journalism requires 21 semester hours credit. It is suggested that a person minoring in the field of journalism take a major subject field in English, economics, political science, or business administration. Courses in foreign languages, sociology and Social Problems 73-205 would also be helpful.

Total hours required for a minor	21
Required courses:	
News Writing 62-204	3
Editing and Make-up 62-206	3
News Story Types 62-305	3
Feature and Editorial Writing 62-306	3
Propaganda and Public Opinion 62-310	3
Electives from the field of journalism	6



Foreign language courses offer students an opportunity to learn about the cultures of other countries as well as their language.

LIBRARY SCIENCE (SCHOOL LIBRARY-MEDIA)

The School Library-Media curriculum is designed primarily to prepare students to become effective School Library-Media Specialists.

To pursue the School Library-Media courses in a sequential order the students should be enrolled in the program by the first term of their sophomore year. The student should contact the chairman of the department during his freshman year to plan his program.

All students in the School Library-Media program must earn a 2.0 grade in each course. Those students in the Teacher Education program must have an average of 2.5 for secondary education and 2.3 for elementary education in the School Library-Media courses and must have received admission to the Professional Education Block as prerequisite to enrollment in 63-318 Library Practice.

Students who expect to attend graduate school should strive for an average of 3.0. They should plan their courses so as to obtain a background of general knowledge. Electives should be selected from the areas of social studies, English, economics, sociology, political science, psychology, education, accounting, speech, business education, modern foreign languages (French or German). The ability to type is a necessity.

The School Library-Media specialization must be selected in combination with specialization for classroom teaching in grades K-12, 7-12, 7-9, or elementary grades 1-6. A minimum of 24 credit hours is required for West Virginia certification of School Library-Media personnel with these specializations. Student teaching will be done in the student's first field in order to give the prospective School Library-Media specialist the teacher's viewpoint as well as certification in that field.

*CURRICULUM FOR A MINOR OR A TEACHING FIELD IN SCHOOL LIBRARY-MEDIA

*The program is subject to the new State Standards and will be modified in conformity with them. Students majoring in this department should consult with the division chairman for final requirements.

Required courses	24 hours
Library Materials for Children 63-302	3 hours
Library Materials for Adolescents 63-303	3 hours
Reference and Bibliography 63-306	3 hours
Instructional Media 63-310	3 hours
Cataloging and Classification 63-316	3 hours
Library Practice 63-318	3 hours
School Library Organization and Administration 63-327	3 hours
Audio-Visual Aids 21-305	3 hours

MODERN LANGUAGES

CURRICULUM FOR A MINOR IN FRENCH

Total hours required for a minor	24 hours
Required courses, 6 hours	
Elementary French 64-101, 102	6 hours
Electives, 18 hours:	
Intermediate French 64-203	3 hours
Intermediate French 64-204	3 hours
Survey of French Literature 64-303	3 hours
Survey of French Literature 64-304	3 hours
Applied Linguistics in Oral French 64-402	3 hours
Advanced French Conversation 64-403	3 hours
French Civilization and Culture 64-404	3 hours
Two semester hours may be deducted for each high school unit—maximum deduction, 6 hours	

SPEECH, DRAMA, BROADCASTING

Students who enrolled prior to 1973 with a major in Speech and Drama or a teaching field in Speech will follow the catalog under which they entered.

CURRICULUM FOR A MINOR IN SPEECH AND DRAMA

Total hours required for a minor	24 hours
Required courses, 18 hours:	
Voice and Diction 69-200	3 hours
Elements of Dramatic Production 69-204	3 hours
Persuasive Speaking 69-300 or Public Speaking 69-315	3 hours
Discussion: Principles and Types 69-319 or Argumentation and Debate 69-320	3 hours
Play Direction 69-309 or Direction 69-311	3 hours
Oral Interpretation of Literature 69-323	3 hours
Electives, 6 hours	

Three hours selected from speech or drama courses and three hours selected from broadcasting
Electives to be approved by major professor.

CURRICULUM FOR A MINOR IN COMMUNICATIONS

Total hours required for a minor	24
Required Core, 9 hours:	
Choose 3 courses: One must be in the student's Emphasis Area	
Introduction to Journalism 62-101	
Elements of Dramatic Production 69-204	
Introduction to Broadcasting 69-211	
Elements of Speech Communication 69-215	



Shepherd's educational FM broadcasting station WSHC provides laboratory experiences for students in the Communications curriculum.

Emphasis Area, 15 hours: Select one of the following emphasis areas:

Broadcasting, 15 hours:

Play Direction 69-309	3
Radio Announcing 69-213	3
Advanced Radio Announcing 69-326	3
Educational Broadcasting 69-329	3
Persuasive Speaking 69-300 or	
Public Speaking 69-315 or	
News Writing 62-204 or	
Editing and Make-Up 62-206	3

Drama, 15 hours:

Stagecraft and Scene Design 69-246	3
Play Direction 69-309	3
Acting 69-312	3
History of the Theatre 69-341	3
Direction 69-311 or	
Oral Interpretation of Literature 69-323 or	
Shakespeare 61-303 or	
Early Dramatic Literature 61-304 or	
Modern Dramatic Literature 61-305	3

Journalism, 15 hours:

News Writing 62-204	3
Editing and Make-Up 62-206	3
News Story Types 62-305	3
Feature and Editorial Writing 62-306	3
Propaganda and Public Opinion 62-310	3

Speech Communication, 15 hours:

Voice and Diction 69-200	3
Persuasive Speaking 69-300	3
Public Speaking 69-315	3
Discussion: Principles and Types 69-319	3
Argumentation and Debate 69-320	3
Oral Interpretation of Literature 69-323	3
Speech Correction 69-330	3



DIVISION OF SCIENCE AND MATHEMATICS

The Division seeks to:

1. Improve each student's use of mathematical skills.
2. Develop in each student appreciation for the power of mathematical approaches to problem solving and the importance of mathematics in society.
3. Increase each student's understanding of knowledge about our natural universe, appreciation for the scientific approach to gaining understanding, and awareness of the role of science in society.
4. Prepare elementary education students in mathematics and sciences.
5. Prepare secondary education students to teach biology, chemistry, general science, or mathematics.
6. Prepare students in traditional liberal arts subjects of biology, chemistry and mathematics for their personal fulfillment and service in business and government.
7. Prepare students for graduate school.
8. Prepare students for professions, including fire service, industrial safety, medical technology, nursing and park administration.
9. Prepare students to enter professional schools in dentistry, medicine, pharmacy, physical therapy and veterinary medicine.

BIOLOGY

Purpose: The courses in biology are intended to acquaint the student with the living world around him; to provide an understanding of the fundamental life processes; to demonstrate scientific methods of approach to find solutions for problems; to cultivate an attitude of inquiry and research; to develop laboratory skills in various types of work in life science; to prepare students as teachers of biology; and to give pre-professional preparation in such fields as medicine, dentistry, veterinary medicine and other related fields.

CURRICULUM FOR A MAJOR IN BIOLOGY

Total Hours in Biology Required for a Major 34

Required Biology Courses:

Plants as Organisms 81-208	4
Animals as Organisms 81-209	4
Cell Biology 81-305	4
Directed Research 81-315, 81-316	2
Genetics and Evolution 81-344	4
Developmental Biology 81-406	4
General Ecology 81-420	4

Eight additional hours to be selected from:

Microbiology 81-302	4
Plant Pathology 81-310	3
Vertebrate Natural History 81-312	4
Invertebrate Natural History 81-313	4
Plant Taxonomy I - Fall Flora 81-324	2
Plant Taxonomy II - Spring Flora 81-325	1
Comparative Anatomy 81-332	4
Histology 81-401	4
Plant Physiology 81-410	3
Animal Physiology 81-412	3
Seminar in Biology 81-413, 81-414	1-2
Biological Research 81-415	1-3
Special Topics in Advanced Biology 81-450	1-4

Required related courses:

General Chemistry 82-207, 82-208, 82-209, 82-210	8
General Physics 83-211, 83-212	8
Development of Science Seminar 84-108	1
Process of Science Seminar 84-109	1

CURRICULUM FOR A MINOR IN BIOLOGY

Total Hours in Biology Required for a Minor 24

Required Biology Courses:

Plants as Organisms 81-208	4
Animals as Organisms 81-209	4
Cell Biology 81-305	4

Two of the following three:

Genetics and Evolution 81-344	4
Developmental Biology 81-406	4
General Ecology 81-420	4

Four additional hours to be selected from:

Microbiology 81-302	4
Plant Pathology 81-310	3
Vertebrate Natural History 81-314	4
Invertebrate Natural History 81-313	4
Plant Taxonomy I - Fall Flora 81-324	2
Plant Taxonomy II - Spring Flora 81-325	2
Comparative Anatomy 81-332	4
Genetics and Evolution 81-344	4
Histology 81-401	4



Developmental Biology 81-406	4
Plant Physiology 81-410	3
Animal Physiology 81-412	3
General Ecology 81-420	4
Required related courses:	
Elementary Chemistry 82-103, 82-104 or	
General Chemistry 82-207, 82-208, 82-209, 82-210	8

CURRICULUM FOR BIOLOGY TEACHING FIELD GRADES 7 THROUGH 12

Hours required in Biology, Chemistry, and General Science	2
Development of Science Seminar 84-108	1
Process of Science Seminar 84-109	1
General Chemistry (or equivalent) 82-207, 209	6
General Chemistry Lab (or equivalent) 82-208, 210	2
Practicum 81-290	1
Cell Biology 81-305	4
Directed Research 81-315	1
Genetics and Evolution 81-344	4
Developmental Biology 81-406	4
General Ecology 81-420	4

A list of specific objectives of this program and of competencies a student must be able to demonstrate upon completion of this program should be obtained from one's advisor immediately after that person is assigned by the Division Chairman.

CHEMISTRY

Purposes: The department offers a comprehensive program of courses in chemistry designed to serve those students preparing: (1) to enter the field of industrial chemistry; (2) to enter graduate school in the field of chemistry; (3) to work in related fields where chemistry is an important part of their background; (4) to teach chemistry and general science; and (5) for a nonscience career where a broad educational background is needed.

CURRICULUM FOR A MAJOR IN CHEMISTRY

Total hours required for a major	33
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Required Courses:

General Chemistry 82-207, 82-208, 82-209, 82-210	8
Organic Chemistry 82-315, 82-316	8
Analytical Chemistry 82-321	4
Instrumental Analysis 82-322	3
Physical Chemistry Group	
Solution Chemistry 82-327	3
Solution Chemistry Lab 82-328	1
Spectroscopy 82-427	2
Thermodynamics 82-428	3
Thermodynamics Lab 82-429	1

Required related courses

General Physics 83-211, 83-212	8
Mathematics through Calculus	

CURRICULUM FOR A MINOR IN CHEMISTRY

Total hours required for a minor	24
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Required courses: 16 hours

General Chemistry 82-207, 82-208, 82-209, 82-210	8
Organic Chemistry 82-315, 82-316	8

Electives: 8 hours

Inorganic Chemistry 82-301	3
Radiochemistry 82-308	3
Biochemistry 82-319	3
Biochemical Techniques 82-320	2
Analytical Chemistry 82-321	4
Instrumental Analysis 82-322	3

Seminar 82-331, 82-332	2
Physical Chemistry group	
Solution Chemistry 82-327	1
Solution Chemistry Lab 82-328	1
Spectroscopy 82-427	2
Thermodynamics 82-428	3
Thermodynamics Lab 82-429	1
Advanced Organic Chemistry 82-415, 82-416	6
Special Studies 82-431, 82-432	6

CURRICULUM FOR CHEMISTRY TEACHING FIELD GRADES 7 THROUGH 12

Hours required in Chemistry	24
Required Courses in Chemistry	
General Chemistry 82-207, 82-208, 82-209, 82-210	8
Organic Chemistry 82-315, 82-316	8
Analytical Chemistry 82-321	4
Solution Chemistry 82-327	3
Solution Chemistry Lab 82-328	1

GENERAL SCIENCE

Purposes: To enable the student to acquire general knowledge of his physical and biological universe, to come to understand the sciences of chemistry, physics and biology as they affect his daily lives, to acquire general knowledge of resources and mineral products.

CURRICULUM FOR A GENERAL SCIENCE TEACHING FIELD GRADES 7 THROUGH 12

Hours required for General Science	28
Required courses:	
Development of Science Seminar 84-108	1
Process of Science Seminar 84-109	1
General Biology 81-101	4
General Biology 81-102	4
Chemical Science 82-100	4
Physical Science 84-103	4
Meteorology 84-303	3
Astronomy 84-302	3
Geology 84-301	3
Practicum 84-290	1



The study of optics is a basic part of the student's physics course work.

CURRICULUM FOR A GENERAL SCIENCE SPECIALIZATION FOR THE MIDDLE SCHOOL GRADES 4 THROUGH 8

Hours required	24
Required courses:	
Life Science for Elementary Teachers 81-100	4
Chemical Science 82-100	4
General Physical Science 84-103 and 84-104	8
Practicum 84-290	1
Elective Field Biology Course and other science electives* to bring total science credit to 24 semester hours	7

*84-108 Development of Science and 84-109 Process of Science are highly recommended as electives for students in the curriculum.

CURRICULUM FOR A MAJOR IN PARK ADMINISTRATION, NATURAL SCIENCE OPTION

This curriculum is presented jointly with the Social Science Division. See the full description for the program in the section of this catalog for that Division on page 102.

General Studies requirements	47 hours
Additional specified courses	21 hours
General Psychology 22-103 and 22-104	6
State and Local Government 72-102	3
History of the U.S. 71-202	3
Advanced Composition 60-332 or Public Speaking 69-315	3
Environmental Conservation 84-304 or General Ecology 81-420	3 or 4
Personnel Management 11-409	3
Park Administration courses	21 hours
Introduction to Park Administration 79-201	3
Park Management I 79-301	3
Park Management II 79-302	3
Parks in the Urban Setting 79-310	3
State and Federal Park Policy 79-401	3
Directed Field Placement (Natural Science Option) 79-450	6
Natural Science Option	21 hours
Natural Science Interpretation 84-350	3
Natural Science Electives with at least 6 hours from Biology (81) courses and 6 hours from General Science (84) courses listed below:	18
Plant Pathology 81-310	3
Vertebrate Natural History 81-312	4
Invertebrate Natural History 81-313	4
Plant Taxonomy I and II 81-324, 81-325	3
Plant Physiology 81-410	3
Animal Physiology 81-412	3
Intro. to Oceanography 84-210	3
Meteorology 84-303	3
Astronomy 84-302	3
Geology 84-301	3
Earth Science 84-305	3

MATHEMATICS

Purposes: To lead students to a grasp of the beauty and power of mathematical ideas; to prepare the prospective teacher to teach creatively; to furnish mathematical tools necessary for other disciplines; and to help provide vocational direction when needed.

CURRICULUM FOR A MAJOR IN MATHEMATICS

Hours required	36
Trigonometry 85-106	2
College Algebra 85-107	2
Elementary Analysis 85-108	2
Calculus with Analytic Geometry I 85-207	4
Calculus with Analytic Geometry II 85-208	4
Calculus with Analytic Geometry III 85-309	4
Introduction to Abstract Algebra 85-312	3
Computer Programming 85-317	3
Electives approved by Math Department	12

Each major will select at least one, three hour course from each of the following areas:

Area I.	Analysis	Area II.	Applied	Area III.	General
Diff. Equations	85-401	Stat. Anal	85-314	Num. Theory	85-404
Diff Equations	85-402	Numerical Anal	85-318	Topic	85-405
Adv. Calculus	85-410	Theory of Prob.	85-321	Linear Algebra	85-407
Adv. Calculus	85-411			Int. to Topology ...	85-415
				Found. of Geom. ...	85-424

CURRICULUM FOR A MINOR IN MATHEMATICS

Hours required	23
Required courses:	
Trigonometry 85-106	2
College Algebra 85-107	2
Elementary Analysis 85-108	2
Calculus with Analytic Geometry I 85-207	4
Calculus with Analytic Geometry II 85-208	4
Electives approved by Math Department	9

CURRICULUM FOR MATHEMATICS TEACHING FIELD GRADES 7 THROUGH 12

Hours required	33
Required courses:	
Trigonometry 85-106	2
College Algebra 85-107	2
Elementary Analysis 85-108	2
College Geometry 85-200	2
Introduction to Matrices 85-204*	2
Calculus with Analytic Geometry I 85-207	4
Calculus with Analytic Geometry II 85-208	4
Calculus with Analytic Geometry III 85-309	4
Introduction to Abstract Algebra 85-312	3
Statistical Analysis 85-314	3
Computer Programming 85-317	3
Foundations of Geometry 85-424	2

*85-407 Linear Algebra may replace 85-204 as a requirement.

CURRICULUM FOR MATHEMATICS TEACHING FIELD GRADES 7 THROUGH 9

Hours required	19
Required courses:	
Trigonometry 85-106	2
College Algebra 85-107	2
Elementary Analysis 85-108	2
College Geometry 85-200	2
Data Study 85-202	1
Introduction to Matrices 85-204	2
Introduction to Mathematics 85-215	3
Introduction to Abstract Algebra 85-312	3
Foundations of Geometry 85-424	2

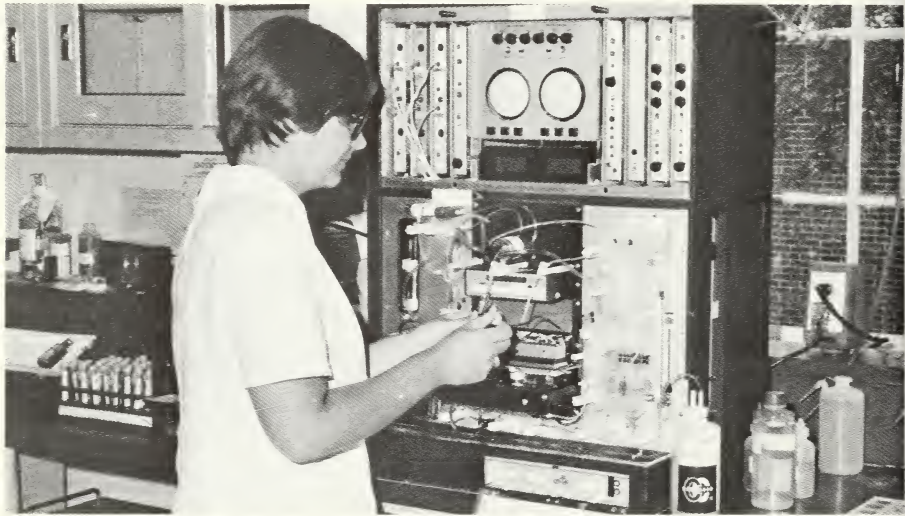
CURRICULUM FOR A MATHEMATICS SPECIALIZATION FOR THE MIDDLE SCHOOL GRADES 4 THROUGH 8

Hours required 16

Required courses:

College Algebra 85-107	2
Elementary Analysis 85-108	2
College Geometry 85-200	2
Data Study 85-202	1
Introduction to Mathematics 85-215	3
Mathematics for Elementary Teachers 85-300	3
Introduction to Abstract Algebra 85-312	3

For purposes of prerequisites to later courses, 85-104 is equivalent to 85-107; 85-105 is equivalent to 85-106 and 85-107. (Credit can be given for only one 85-104; 85-105 and 85-107.)



Medical Technology Students may receive their practical training at the Martinsburg Veterans Administration Center.

NURSING

Purpose: The Associate of Science Degree in Nursing program is designed to prepare the student to write the examination for licensure as a Registered Nurse and commence a career as a beginning practitioner of nursing. It is intended that the courses in nursing will develop within the student an awareness of the value and dignity of mankind; a view of the recipient of health care as an integrated unique individual, a member of a family or community group who will require nursing knowledge and skill. Relationships between health, illness and homeostasis will be examined; clinical skills will be developed as well as the ability to assess, plan, implement and evaluate nursing care in a variety of health settings.

In order to progress the student enrolled in the nursing program must not receive less than a "C" in each nursing course, and in Anatomy and Physiology, 81-225 and 81-226, must maintain a minimum of a 1.6 cumulative grade point average at the end of each semester and satisfy pre- and co-requisite requirements as scheduled. To receive the Associate of Science degree in Nursing, the student must have received a grade of at least "C" in each nursing course and also must have a 2.0 cumulative grade point average for all courses taken.

For sequence of prerequisite and corequisite courses which must be followed in order to progress in the Department of Nursing, see the Nursing Student Handbook.

An application for admission to the Nursing Program, in addition to the application for admission to Shepherd College, must be on file in the Nursing Department office by December 1 of the year preceding intended enrollment. After the applicant has filed the above mentioned applications, he must arrange for a personal interview with the Director of Nursing Education.

Candidates who are selected for the limited number of openings must possess a good scholastic background which includes the successful completion of courses in algebra and chemistry, good skills in communication and proficiency in English. In addition candidates must possess good physical and mental health.

CURRICULUM FOR THE ASSOCIATE OF SCIENCE DEGREE OF NURSING

Required courses, first year, 36 semester hours

First Semester

Human Anatomy and Physiology 81-225	3
Written English 60-101	3
Chemistry for Nurses 86-151	4
Fundamentals of Nursing 86-101	4
Clinical Nursing (6 hrs. clinical/wk) 86-103	3

Second Semester

Human Anatomy and Physiology 81-226	3
Speech 69-202	3
General Psychology 22-103	3
The Life Cycle 86-102	4
Clinical Nursing (2 hrs. clinical/wk) 86-104	6

Required course, summer session, 5 semester hours

Summer Session

Selected Emotional/Mental Health Problems in the Life Cycle 86-111	5
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Required courses, second year, 32 semester hours

First Semester

Microbiology 81-302	4
Trends in Nursing 86-220	2
Medical Surgical Nursing I 86-201	4
Clinical Nursing (12 hrs. clinical/wk) 86-203	3
Clinical Nursing (12 hrs. clinical/wk) 86-205	3

Second Semester

Sociology 73-203	3
Medical Surgical Nursing II 86-202	4
Clinical Nursing (12 hrs. clinical/wk) 86-204	3
Clinical Nursing (12 hrs. clinical/wk) 86-206	3
Elective	3

General Education Requirements	29	} 73 total
Nursing	44	

A minimum grade of C is required in all nursing courses.

MEDICAL TECHNOLOGY

Purposes: The curriculum leading to the BS in Medical Technology is designed to prepare the student to write the examination for certification as a Medical Technologist. This is accomplished by three years of preparation in the sciences and general studies, followed by the fourth year in an internship capacity in a clinical agency.

The student must complete a minimum of 96 hours before leaving the Shepherd College Campus. The fourth year consists of 12 months of instruction and laboratory experience in an accredited Medical Technology program at a hospital such as Newton D. Baker Hospital at the Veterans Administration

Center, Martinsburg, West Virginia. Upon successfully completing this program, the participant will be granted a Bachelor of Science degree in Medical Technology. Graduates are eligible for certification by the Board of Registry of the American Society of Clinical Pathologists after having successfully passed the National Examination required for certification.

By a cooperative arrangement with Hagerstown Junior College those who complete the prescribed curriculum at Hagerstown Junior College may, if they meet the admission standards at Shepherd College, transfer to Shepherd College to complete their preparation for admission to the hospital clinical training. Transfer students must do a minimum of one year's work on the Shepherd College Campus before entering the clinical program.

It is the student's responsibility to apply for admission to the specific hospital programs of his choice. This should be investigated early in the junior year. The hospital passes on the admission of all candidates.

CURRICULUM FOR A MAJOR IN MEDICAL TECHNOLOGY

Total Hours Required	86
Required Biology Courses	10
Human Anatomy and Physiology 81-225, 226	6
Microbiology 81-302	4
Electives in Biology	12
Cell Biology 81-305	4
Genetics and Evolution 81-344	4
Histology 81-401	4
Developmental Biology 81-406	4
Animals as Organisms 81-209	4
Required Chemistry Courses	8
General Chemistry 82-207, 208, 209, 210	8
Electives in Chemistry	15
Organic Chemistry 82-315, 316	8
Analytical Chemistry 82-321	4
Biochemistry 82-319	3
Solution Chemistry 82-327	3
Instrumental Analysis 82-320	3
Biochemical Techniques 82-320	2
Seminar 82-331	1
Required Mathematics Courses	4
College Algebra 85-106	2
Trigonometry 85-107	2
Clinical Hours Required	37
Medical Technology I	9
Medical Technology II	13
Medical Technology III	15
Courses in Physics and Statistics are recommended.	

FIRE SERVICE AND SAFETY TECHNOLOGY

Purposes: The curriculum is designed to prepare individuals to provide leadership in community and industrial fire prevention and suppression and industrial safety. Students may elect to pursue the 30 credit hour certificate program or the 64 credit hour Associate of Applied Science Degree program. Course offerings will be scheduled to encourage part-time student participation. Many of the courses will be taught by professionals in the field and will make use of the variety of facilities available in the region.

Associate of Applied Science Degree and Certificate Program*	64 hours
Required courses in department	20 hours
Introduction to Fire Service 88-101	3
Fire Prevention 88-102	3
General Physical Science 84-113	4
Structures and Building Codes 88-201	3

Hazardous Materials 88-202	3
Emergency and Rescue Operations 88-203	3
Practicum I 88-205	1
Elective courses in department	10 hours

Of special interest for students desiring to concentrate in fire service

Fire Company Admin. 88-301	3
Tactics and Strategy of Fire Suppression 88-302	3
Fire Investigation 88-303	3
Fire-Fighting Water Control 88-304	3

Of special interest for students desiring to concentrate in safety technology

The Industrial Fire Brigade 88-311	3
OSHA I 88-312	3
Industrial Safety 11-320	3
Automated Fire Protection Systems 88-313	3

Electives for either area of concentration

Practicum II 88-351	1
Special Topics (may be repeated for additional credit) 88-390	1-4
The above 30 credit hours constitute a certificate program	

Other required courses for the Associate Degree	25 hours
English 60-101, 102	6
Speech 69-202	3
Psychology 22-103	3
First Aid 41-353, 354	3
General Physical Science 84-104	4
Sociology 73-203	3
State and Local Government 72-102	3
Other elective courses	9 hours

Elective courses should be selected with advisement. Suggested courses include Typewriting, Office Procedures, Written Communications in Business, Business Writing, Insurance, Human Relations in Industry, Psychology of Mental Health, Industrial Sociology, Audio-Visual Aids, Human Anatomy and Physiology, Photography, courses in the field of journalism, speech or mathematics courses.

ELECTRONICS TECHNOLOGY

Purposes: The Electronics Technology program is designed to satisfy the desire of students to enter a technical field which has enjoyed very rapid growth in recent years. Current and projected technological demands of society promise a continued, probably ever-increasing need for technicians with considerable post-secondary training. This curriculum is based upon a sound foundation of mathematics and the physical and applied sciences. It develops both basic fundamentals in electricity and advanced theory, as in integrated circuits. Extensive practical laboratory experience is an integral part of the program. Students receive a background in the fundamentals of digital computers, industrial control systems, home entertainment equipment and the correct usage of test equipment.

The Associate of Science Degree program in Electronics Technology is provided through use of staff and facilities of Shepherd College and James Rumsey Vocational Technical Center. Technical aspects of the program are taught at James Rumsey VTC while theoretical and general education aspects are taught by Shepherd College faculty. The normal sequencing of the program would be for students to take the first 30 semester hours at James Rumsey VTC concurrently with the two basic mathematics courses (85-131 and 132) taught there by Shepherd College faculty, and the remaining 30 hours at Shepherd. However, there is no reason that students could not complete the Shepherd part of the program first, or take Shepherd evening classes along with their James Rumsey VTC course. The James Rumsey VTC part of the program is given sequentially six hours per day for eleven months, while Shepherd's program is on a course by course basis. While students are at

James Rumsey VTC they will be enrolled and supervised by that institution and will pay its fees. Students taking Shepherd courses, whether given on or off campus, will be enrolled at Shepherd and pay its fees. Academic credit only (not grades) will be awarded by Shepherd College to students transferring from James Rumsey VTC upon validation of student competencies.

Due to a limited number of student spaces for this program, individual interested in the program should make application to both institutions before April 1 of the year of intended enrollment.

Upon successfully completing this program, the student will be granted the Associate of Science degree in Electronics Technology.



REQUIRED JAMES RUMSEY COURSES TOTAL 30

Credit Hours

D.C. Circuit Analysis R-501	3
A.C. Circuit Analysis R-502	3
Semiconductor Fundamentals R-503	3
Electronics Lab I R-511	3
Electronics Lab II R-512	3
Introduction to Circuits and Systems R-504	3
Basic Circuit Analysis R-505	3
Advanced Circuit Analysis R-506	3
Electronics Lab R-513	3
Electronics Lab IV R-514	3

REQUIRED SHEPHERD COLLEGE COURSES TOTAL 36

Technical Math. I, II 85-131, 132 (or approved pre-calculus sequence)	6
Written English 60-101	3
Written English 60-102	3
General Physics 83-211	4
General Physics 83-212	4
Calculus with Analytic Geometry I 85-207	4
Choose one from these two courses:	
Intro. to Bus. 11-150; Wr. Comm. in Bus. 11-345	3
Choose one from these four courses:	
Econ. 12-205; Hist. 71-101; Gov. 72-101; Soc. 73-203	3
Fundamentals of Speech 69-202	3
Open elective	3
Total semester hours in program	66



Division of Social Sciences

The Division of the Social Sciences has a diverse number of undergraduate degree programs in history, park administration, political science, social welfare, sociology and social studies teaching. Minor fields of study are available in history, political science and sociology. In addition the Division offers courses in the disciplines of geography and philosophy. The faculty is dedicated to the preparation of students for entrance into teaching, into graduate and professional schools, and into public and social service careers. The Division shares its academic resources for public service purposes with the Eastern Panhandle area of West Virginia and with near-by localities in Virginia and Maryland.

HISTORY

Purpose: The study and understanding of the various civilizations and of the historical past in all aspects will enable citizens to confront the present and future with more intelligence and responsibility.

CURRICULUM FOR A MAJOR IN HISTORY

Total hours required for a major	3
Required courses, 18 hours:	
History of the United States 71-201 and 71-202	6
American Federal Government 72-101	3
Modern European History 71-333	3
Recent United States History 71-312 or World History 71-404	3
History of Russia 71-412 or The Far East 71-420	3
Elective courses, 12 hours from the following:	
Any 300 or 400 level History course or	
Constitutional Law 72-401.	

CURRICULUM FOR A MINOR IN HISTORY

Total hours required for a minor	24
Required courses, 18 hours	
History of the United States 71-201 and 71-202	6
American Federal Government 72-101	3
Modern European History 71-333	3
Recent United States History 71-312 or World History 71-404	3
History of Russia 71-412 or The Far East 71-420	3
Elective courses, 6 hours selected from upper division courses in history.	

CURRICULUM FOR TEACHING FIELD IN COMPREHENSIVE SOCIAL STUDIES GRADES 7 THROUGH 12

Required courses in general studies, 15 hours	
History of Civilization 71-101 and 71-102	6
American Federal Government 72-102	3
General Sociology 73-203	3
Principles of Economics 12-205	3
Required courses, 36 hours	
History	
History of the United States 71-201 and 71-202	6
West Virginia & Appalachian Region 71-309	3
Recent United States History 71-312	3
Modern European History 71-333	3
History of Russia 71-412, The Far East 71-420, or Latin America History 71-411	3
Political Science	
State and Local Government 72-102	3
Sociology	
Social Problems 73-205	3
Economics	
Economic Problems 12-206	3
Geography	
Principles of World Geography 74-101	3
World Economic Geography 74-301	3
Elective	
Upper-level course in anthropology, geography, history, political science, or sociology	3
Total hours required in concentration	51

CURRICULUM FOR TEACHING FIELD IN SOCIAL STUDIES GRADES 7-9

Required courses in general studies, 15 hours	
History of Civilization 71-101 and 71-102	6
American Federal Government 72-101	3
General Sociology 73-203,	3
Principles of Economics 12-205	3
Required courses, 15 hours	
History of the United States 71-201 and 71-202	6
West Virginia and Appalachian Region 71-309	3
Principles of World Geography 74-101	3
World Economic Geography 74-301	3
Total hours required in concentration	30

CURRICULUM FOR TEACHING FIELD IN SOCIAL STUDIES GRADES 4-8

Required courses in general studies, 15 hours.	
History of Civilization 71-101 and 71-102	6
American Federal Government 72-101	3
General Sociology 73-203	3
Principles of Economics 12-205	3
Required courses, 12 hours.	
History of the United States 71-201 and 71-202	6
West Virginia and the Appalachian Region 71-309	3
Principles of World Geography 74-101	3
Total hours required in concentration	27



PARK ADMINISTRATION

The Park Administration program at Shepherd College prepares students for entrance into careers in the administration, management, and custodianship of parks. It will enable students to interpret natural and scientific or American historical phenomena to the public. Graduates of the program will receive the Bachelor of Science degree.

Based in the liberal arts, the curriculum is quite flexible and allows the student to select either the American historical or the natural science option. An internship arrangement for academic credit will permit the student to gain a semester or summer experience in an appropriate park setting.

CURRICULUM FOR A MAJOR IN PARK ADMINISTRATION

Minimum hours required for graduation	12
General Studies Requirements	47
Park Administration and additional courses	42
General Psychology 22-103 and 22-104	6
State and Local Government 72-102	3
History of the U.S. 71-202	3
Advanced Composition 60-332 or Public Speaking 69-315	3
General Ecology 81-402 or Environmental Conservation 84-304	3
Personnel Management 11-409	3
Introduction to Park Administration 79-201	3
Park Management 79-301 and 79-302	6
Parks in Urban Setting 79-310	3
State and Federal Park Policy 79-401	3
Directed Field Placement 79-450	6
American historical option*	2
History of the U.S. to 1865 71-201	3
American Social History to 1877 71-315	3
American Social History since 1877 71-316	3
Historic Preservation and Interpretation 71-300	3
American history electives from the following group	9

American Colonial History and Revolutionary Experience 71-302	3
The Early Republic, 1781-1850, 71-303	3
American Civil War and Reconstruction 71-304	3
History of the Lower Shenandoah Valley 71-305	3
The Gilded Age and Progressive Era 71-310	3
Economic History of the United States 71-311	3
Recent United States History 71-312	3
Diplomatic History of the United States 71-402	3
History of the American Negro 71-405	3
Techniques of Research 71-413	3
Readings in American and Western Hemispheric History 71-425, 71-426 ...	3
American Art 31-304	3

*Natural Science option is listed in Division of Science and Mathematics section of this catalog on page 92.

POLITICAL SCIENCE

Purposes: To develop an understanding of the privileges and responsibilities of citizenship, and of the structure and operation of governments. Particular emphasis is placed on the impact of recent scientific developments to the preparation of students for careers in law, the foreign service, graduate work and research, and for all aspects of government employment.

The Department of Political Science is fortunate in that the national capital is less than a two-hour drive from the college. In this connection considerable time and effort have been devoted to the organization of programs which will provide students with practical, first-hand training, and with numerous opportunities to visit Washington, in order to observe the federal government in operation.

CURRICULUM FOR A MAJOR IN POLITICAL SCIENCE

Total hours required for a major	30
Required courses, 15 hours:	
State and Local Government 72-102	3
Public Administration 72-201	3
International Relations 72-403	3
Early Political Theory 72-315	3
Comparative Governments 72-325	3
Elective courses, 15 hours:	
Any 300 or 400 level course in political science	
Government and Business 11-300	
Public Finance 12-310	
Diplomatic History of the United States 71-402	

CURRICULUM FOR A MINOR IN POLITICAL SCIENCE

Total hours required for a minor	24
Required courses, 15 hours:	
State and Local Government 72-102	3
Public Administration 72-201	3
International Relations 72-403	3
Early Political Theory 72-315	3
Comparative Governments 72-325	3
Elective courses, 9 hours:	
Any 300 or 400 level course in political science.	

Note: It is assumed that Political Science 72-101, American Federal Government, will be taken as a General Studies Requirement preparatory to pursuance of the political science major or minor curriculum.

THE WASHINGTON SEMESTER

Each year students who have excelled academically and who have demonstrated leadership potential are given the opportunity to take part in a program offered jointly by Shepherd College and the American University in Washington, D.C.

Juniors and first-semester seniors of top academic standing will spend one semester in Washington doing research in federal agencies and taking part in seminars led by outstanding personalities in the area of government and politics. At the end of this semester the students return to Shepherd College to complete their education. In this way the benefits of the Washington Semester experience are not restricted to the students who go to the American University, but are shared with classmates and instructors when the students return to Shepherd College.

While in Washington the students will divide their time among four activities which constitute the program:

- A. **The Seminar.** Three times a week experts in various aspects of governmental and political activity are brought in to serve as seminar leaders for the Washington Semester group. Students are given the opportunity to question the speakers.
- B. **The Project.** In connection with his individual project, the student spends a great deal of his working day interviewing federal officials and studying official records. This extended period of research in an area of his choosing enables him to make the acquaintance of men who are directing activities, one of which may later become his lifework.
- C. **The Classes.** Each student will enroll for six to nine hours of credit in classes offered by American University.
- D. **Special Activities.** The student is encouraged to take advantage of the many cultural opportunities provided by life in the nation's capital.

SOCIAL WELFARE

Shepherd College offers a four-year liberal arts curriculum leading to a Bachelor of Science Degree in Social Welfare. The general purpose of the Social Welfare course of instruction is to develop within the student an inquiring, creative, scientific attitude toward the study of man, his basic groups and his various forms of society and culture. The total program is thoroughly grounded in the liberal arts while a major aim of the specific social welfare



course content is designed to provide students with the basic values, attitudes, and skills needed to function as a first-level helping person and change-agent within this Nation's system of delivery of human welfare services.

The major objectives of the social welfare program are as follows:

1. To contribute to the general education of the student through providing a course of instruction based upon the liberal arts tradition.
2. To develop within the student a sense of basic social work values through exploration of social welfare needs, services and issues.
3. To develop knowledge and skill in delivery of human welfare services.
4. To expose students to the basic elements of social work practices in the traditional areas of casework, group work, and community organization as well as the emerging concept of the social work "generalist".
5. To prepare students for professional social work positions in rural and urban settings not requiring graduate social work education.
6. To contribute to the preparation of students for admission to graduate schools of social work that offer advanced professional education.

CURRICULUM FOR A MAJOR IN SOCIAL WELFARE

Minimum hours required for graduation	128
General Education Requirements	47
(Note: Mathematics 85-104 must be taken in place of Mathematics 85-215)	
Social Welfare Curriculum Requirements	66
Approved Electives (any 300 or 400 level course unless Foreign Language is selected)	15
Total hours required for major in Social Welfare	66
22-103 General Psychology	3
22-104 General Psychology	3
72-102 State & Local Government	3
73-205 Social Problems	3
73-303 The Family	3
73-403 Ethnic Relations	3
73-405 Research Methods	3
25-300 Marriage Relations	3
25-304 Child Development	3
25-403 Consumer Economics	3
85-314 Statistical Analysis	3
75-201 Introduction to Social Work	3
75-301 Social Welfare as a Social Institution	3
75-305 Human Behavior in the Social Environment	3
75-311 Social Work Methods I	3
75-312 Social Work Methods II	3
75-407 Field Experience in Social Work	3
75-408 Field Experience in Social Work	3
75-404 Social Welfare Seminar	3
Social Welfare Related Course Options (must select at least one course from each group)	9
Group A	
73-307 Population and Urban Problems	
73-411 Social Stratification	
22-205 Social Psychology	
22-302 Psychology of Mental Health	
25-318 Nutrition	
Group B	
73-312 Introduction to Juvenile Delinquency	
73-402 Criminology	
76-315 Ethics	
22-360 Abnormal Psychology	
71-312 Recent United States History	

- Group C
- 75-313 Child Welfare Services
 - 73-410 Social Theory
 - 73-314 Cultural Anthropology
 - 22-310 Psychology of Personality
 - 71-310 The Gilded Age and Progressive Era
 - 75-402 Social Gerontology

NOTE: Social Welfare majors may fulfill the General Studies mathematics requirement by completing 85-104 and 85-314 in place of 85-215.

SOCIOLOGY

The major objectives of the sociology program are:

1. To encourage students to develop an inquiring, scientific attitude toward and a better understanding of the social life of man, his culture and society.
2. To assist the student in recognizing his total college experiences as cumulative, coherent and unified by the development of the competencies indicated for this department and for Shepherd College and by the realization that these competencies are relevant to his further development as an individual and the fulfillment of his obligations as a responsible citizen in a democratic society.
3. To encourage and prepare students for admission to graduate schools in the field of sociology.

The four-year curriculum leads to the Bachelor of Science degree in Sociology. Candidates for this degree are required to complete a minimum of 128 semester hours.

CURRICULUM FOR A MAJOR IN SOCIOLOGY

Total hours required for a major	36
Required courses, 21 hours:	
73-205 Social Problems	3
73-303 The Family	3
73-312 Introduction to Juvenile Delinquency or	
73-402 Criminology	3
73-403 Ethnic Relations	3
73-405 Research Methods	3
73-410 Social Theory	3
85-314 Statistical Analysis	3

- Elective courses, 15 hours
- Any 300 or 400 level course in sociology or anthropology
 - Education 21-310 Educational Sociology
- Note: It is assumed that Sociology 203 General Sociology will be taken as a General Studies Requirement preparatory to pursuance of the sociology major or minor curriculum.

Sociology majors may substitute Mathematics 104 for Mathematics 215 to meet general education requirements.

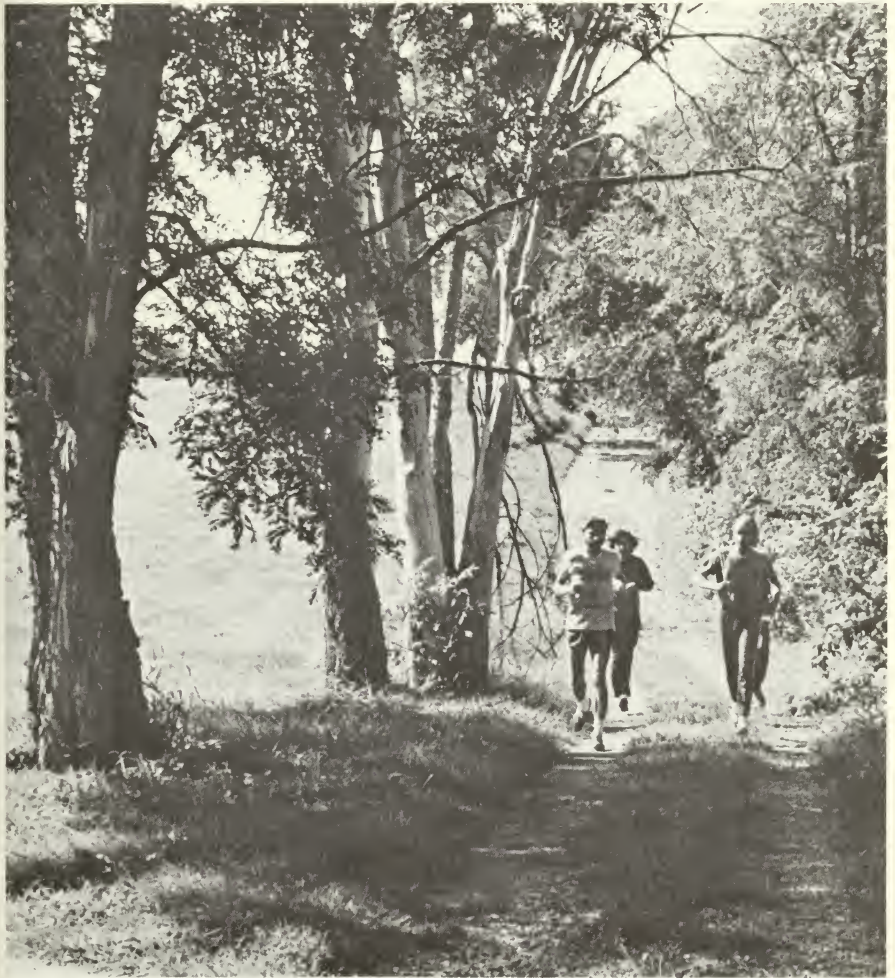
CURRICULUM FOR A MINOR IN SOCIOLOGY

Total hours required for a minor	24
Required courses, 15 hours:	
73-205 Social Problems	3
73-303 The Family	3
73-312 Introduction to Juvenile Delinquency or	
73-402 Criminology	3
73-403 Ethnic Relations	3
73-410 Social Theory	3
Elective courses, 9 hours:	
Any 300 or 400 level course in sociology or anthropology	
21-310 Educational Sociology	
85-314 Statistical Analysis	

ENROLLMENT DATA

SUMMARY OF STUDENTS 1976-77 — 1ST SEMESTER

IN-STATE	Fr.	Soph.	Jr.	Sr.	Unclass.	Total for Credit
Full-time	325	233	157	124	49	888
Part-time	165	30	30	42	485	752
Men	202	99	91	76	296	674
Women	288	164	96	90	328	966
OUT-OF-STATE						
Full-time	335	211	181	132	16	875
Part-time	23	3	7	24	15	72
Men	174	97	118	81	16	486
Women	184	117	70	75	15	461
GRAND TOTAL	848	477	375	322	565	2587



Shepherd's location within eight miles of three National Parks provides students with a variety of recreational opportunities.

WEST VIRGINIA STUDENT ENROLLMENT BY COUNTY

COUNTY	Total
Berkeley	653
Boone	2
Brooke	4
Cabell	2
Grant	82
Greenbrier	8
Hampshire	43
Hancock	18
Hardy	135
Harrison	4
Jefferson	458
Kanawha	10
Lewis	1
Marion	2
Marshall	4
Mason	2
McDowell	1
Mercer	2
Mineral	30
Monongalia	4
Monroe	3
Morgan	86
Nicholas	2
Ohio	15
Pendleton	36
Pochontas	7
Preston	2
Raleigh	2
Randolph	5
Tucker	7
Upshur	2
Webster	2
Wood	5
Wyoming	1
Grand Total	<u>1640</u>

OUT OF STATE STUDENT ENROLLMENT BY STATE

STATE	Total
California	2
Connecticut	7
Delaware	16
Dis. of Columbia	6
Illinois	1
Indiana	1
Maine	1
Maryland	516
Massachusetts	1
New Jersey	54
New York	30
Ohio	3
Pennsylvania	85
South Carolina	1
Texas	2
Vermont	1
Virginia	220
Grand Total	947



Shepherd's "Wheelers and Dealers" enjoy the Winter Carnival Casino.

Potomac River

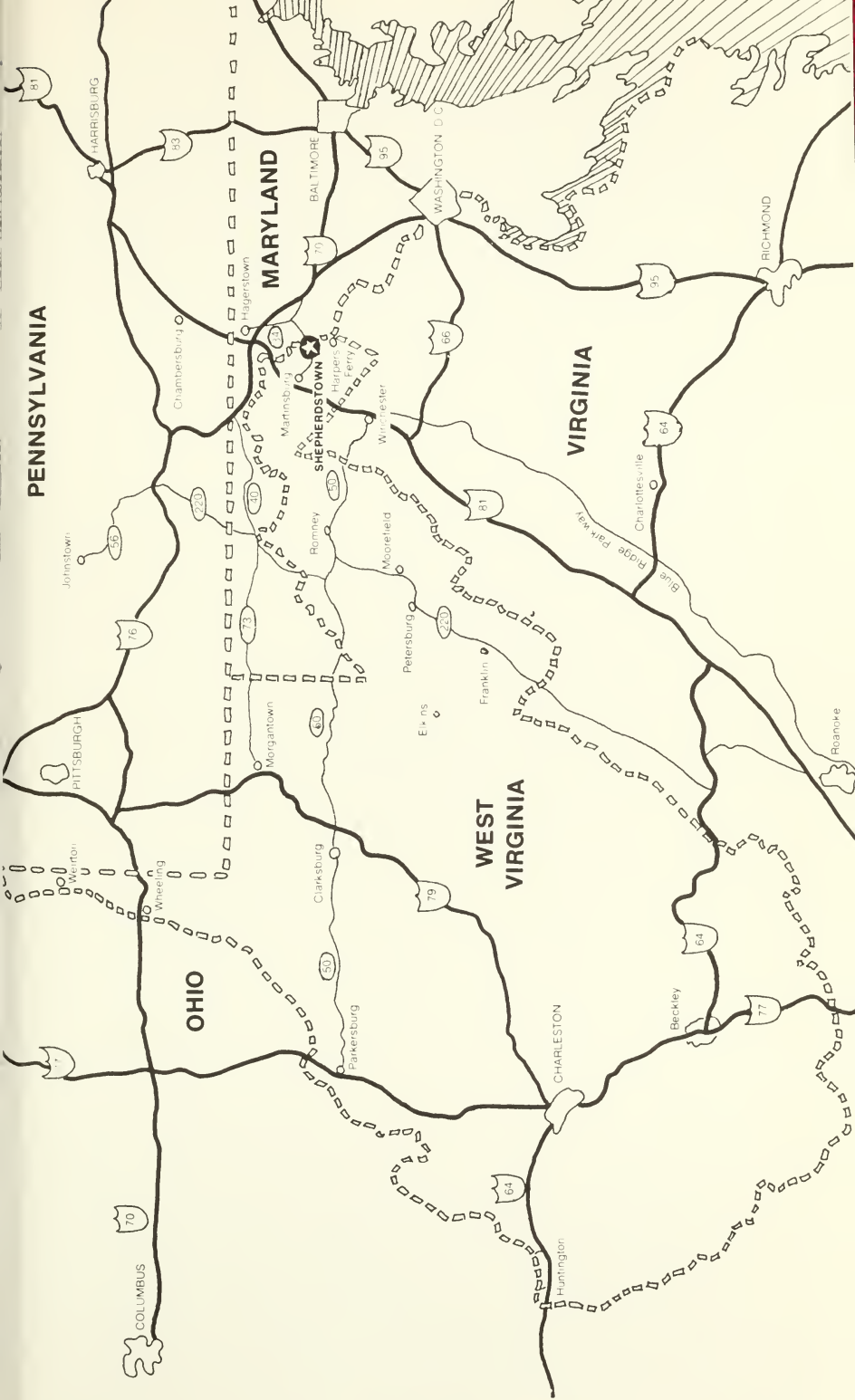
SHEPHERD CAMPUS

to CharlesTown Rt. 48

to Martinsburg Rt. 45

1. McMurrin - Reynolds Hall (Music)
2. Knutti Hall (Education, Art, English)
3. Home Economics & Science Lab Building
4. Shepherd College Center
5. Scarborough Library
6. Utility Building
7. Snyder Science Hall
8. Science Annex
9. White Hall (Business and Social Sciences)
10. Maintenance Building
11. Gardiner Hall (Women)
12. College Amphitheater
13. Turner Hall (Women)
14. College Dining Hall
15. Kenamond Hall (Men)
16. Boteler Hall (Men)
17. Cree Health & Physical Education Hall
18. Football Stadium
19. Miller Hall (Nursing)
20. Fairfax Field
21. Thayer Hall (Men)
22. Thayer Hall (Women)
23. Thayer Hall (Men)
24. Thayer Hall (Women)
25. Thayer Hall (Men)
26. Thayer Hall (Women)

to Hagerstown
Rt. 34



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WEST VIRGINIA 25443**

**Director Of Admissions
and Registrar**

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